

TSHWANE UNIVERSITY OF TECHNOLOGY POLICY

POLICY ON INVIGILATION OF EXAMINATIONS AND OTHER ASSESSMENTS

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| Policy Owner: | Assessment Management |
| Responsible Executive Office: | Teaching, Learning & Technology |
| Policy Type: | Academic Policy |

This policy and its rules, guidelines and procedures replace all previous policies and/or circulars on Invigilation of Examinations and Other Assessments.

1. POLICY STATEMENT

It is the policy of Tshwane University of Technology (TUT) to ensure that invigilation of examinations and other assessments are conducted in a proper and orderly manner to enhance valid and reliable assessment results.

2. DEFINITIONS:

“Adapt IT” the name of the system that was previously called ITS.

“Applicant” is a person who applied to be appointed as an invigilator in terms of this policy.

“Assessment” is the term used to refer to the process of determining students’ performance by using written tests, examinations, practical, projects and observations. The term assessment is chosen and not evaluations, since evaluations usually refer to a value judgment such as “pass” or “fail”.

“Examination” means an official and formal method of assessing the standard achieved by a student in a subject and includes the main examination, supplementary examinations and other special examinations as may be determined by TUT.

“Examination terminating model” refers to an assessment strategy that may be continuous in nature, but ends in a summative assessment in the form of an examination. A predicate system exists and governs admission to this final examination.

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“Invigilator” means a person who supervises students during tests and examinations and includes academic staff and temporary staff specially appointed and trained for that purpose. External invigilators can be appointed for tests if student numbers necessitate it and they will be appointed for examinations. Subject lecturers are by implication internal invigilators during tests and other assessments. Only postgraduate students of TUT may be invigilating during other assessments (not examinations) and only as assistant invigilators. No student may be the only invigilator at any assessment opportunity.

“Mark sheet” means the official Adapt IT (previously ITS) mark sheet supplied by the Registrar’s Environment in the case of official examinations, but obtainable from the Adapt IT system for other assessments.

“Non-exam terminating model” refers to a continuous assessment model that means the regulated, moderated, valid and reliable assessment of learning progress in a module/subject, at defined intervals and of defined content and skills, which all/some contribute to the final promotion mark in that module or subject. There is not an examination as terminating opportunity and there is not a predicate system to allow access to such a final assessment, but there is a summative final assessment that may not count more than 50% towards the final mark. In this document the term “non-examination terminating” is used instead of “continuous assessment” due to the misunderstanding of the term continuous assessment.

“Other assessment” refers to tests or any other kind of assessment that is not arranged in an official manner by the Registrar’s Environment.

“Security staff” means the staff members doing security duties during examination periods at the examination venues.

“Table administrative invigilator” means the person whose main duty is to confirm the presence of students in the examination venue against the subject mark sheet and examination scripts.

“Test” is an assessment opportunity that is arranged by the lecturer and is conducted (usually) during lecture periods. Non-examination terminating subjects will have tests as a major assessment technique. For the purpose of this policy, test can also refer to a performance, product or demonstrated skill.

3. RULES RELATED TO OFFICIAL EXAMINATIONS

3.1. Invigilation of official examinations

The following rules are relevant to the invigilation of official examinations only.

3.1.1 All invigilators and security staff members are required to strictly adhere to the code of conduct as provided by the Registrar’s Environment during training.

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- 3.1.2 External invigilators will be appointed for examination sessions and prospective invigilators are required to:
- a) be at least 23 (twenty-three) years of age before he/she will be considered to be appointed as an invigilator for TUT;
 - b) be physically, mentally and medically capable to perform the invigilation duties, e.g. be able to walk in large venues for 3 – 4 hour examination sessions;
 - c) be in possession of a Senior Certificate and are required to provide a certified copy thereof;
 - d) not be a registered undergraduate student of TUT;
 - e) have completed his/her studies at TUT and a cooling-off period of three (3) before he/she can be considered for appointment;
 - f) not invigilate an examination where an immediate family member is writing an examination;
 - g) complete an application form to be considered for invigilation; and
 - h) write a customised test and achieve at least 80% for invigilators and 70% for security before he/she may be appointed as an invigilator or security staff.
- 3.1.3 Invigilators, are required to complete a declaration form before the commencement of each examination period, and will be appointed on an annual basis.
- 3.1.4 All qualifying invigilators are required to attend a compulsory training and information session before commencement of each examination period.
- 3.1.5 An applicant may be appointed to act as one or more of the following invigilation categories:
- a) Chief invigilator: One chief invigilator per venue will be appointed during the official examination period.
 - b) Control invigilator: One control invigilator will be appointed per venue during the official examination period.
 - c) Table administrative invigilator: A table administrative invigilator will also be appointed at a ratio of 1:100 students during official examination periods.
 - d) Row invigilator: One row invigilator will be appointed at a ratio of 1:50 students, but at least two invigilators will be allocated per venue (including chief/control invigilator).
 - e) Security: One security member will be appointed at a ratio of 1:100.

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3.1.6 A messenger-driver dedicated to the Registrar's Environment Unit is required to be appointed for transportation of examination materials to off campus venues.

3.1.7 The chief invigilator:

- a) is responsible to manage the preparation of the examination venue before commencement of the examination;
- b) opens/unlocks the examination venue before examination sessions, and close/lock the venue again after the examination session;
- c) obtains all examination requirements, e.g. scripts, question papers, etc., from the Registrar's environment at the campus concerned at least 45 (forty-five) minutes before commencement of the examination session, and distribute it to the control invigilator at least 30 minutes before commencement of the examination session;
- d) ensures that all diagrams, maps, drawings, notes and other material with a bearing to the examination subject have been removed from the walls and doors and taken out of the examination hall before the students are admitted and ensures that there is no such material, textbooks or unused paper on the desks or inside the venue;
- e) ensures that all containers for writing instruments, instructions, pocket calculator holders and the like have been removed from the desks before the examination commences;
- f) makes all the necessary announcements and give all the instructions to students and other invigilators;
- g) instructs the invigilator/s to hand out the scripts and question papers;
- h) decides and announces clearly when students are allowed to start with their examination question papers, and will inform the students when the time allowed for the specific question papers have expired;
- i) is responsible to handle examination enquiries with regard to problems relating to question papers, and will be in direct contact with the Registrar's environment;
- j) moves between the rows from time to time to ensure that no irregularities take place and that all examination rules and regulations are complied with;
- k) is allowed to contact the assessor/moderator in case of enquiries with regard to the question paper concerned;

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- l) keeps record of all invigilation and student incidences and will report to the officer from the Registrar's environment in charge of the examinations at the campus concerned;
- m) handles all enquiries from invigilators, and will contact the Registrar's environment if/when necessary;
- n) advises and assists the other invigilators and see to it that the examination progress according to the rules;
- o) ensures that staff, invigilators and students adhere to the examination regulations;
- p) gathers reports from the invigilators concerning irregularities and submits it to the Registrar's environment;
- q) communicates with the Registrar's environment, or the assessment administrator at the campus concerned, in case of emergencies;
- r) compiles an examination report to the Registrar's environment including all irregularities or suggestions;
- s) submits all examination scripts and other examination material to the Registrar's environment according to the specific instructions received; and
- t) collects student cards and other possessions left in the examination venue by students and hand in at the Registrar's environment.

3.1.8 The duties of the control invigilator are to:

- a) report for duty not less than 30 (thirty) minutes before commencement of the examination session;
- b) obtain all the examination requirements, e.g. scripts, question papers, instructions, etc., from the chief invigilator at least 30 (thirty) minutes before commencement of the examination session;
- c) ensure that all question papers and special requirements are included, according to the venue allocations and examination timetable, before commencement of the examination session;
- d) ensure that all invigilators are aware of row allocations of students/question papers, i.e. where the different groups of students are going to sit, before the students are admitted to the examination venue;
- e) see to it that all diagrams, maps, drawings, notes and other material with a bearing to the examination subject have been removed from the walls and doors

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and taken out of the examination hall before the students are admitted. He/she must also ensure that there is no such material, textbooks or unused paper on the desks or inside the venue;

- f) ensure that all containers for writing instruments, instructions, pocket calculator holders and the like have been removed from the desks before the examination commences;
- g) ensure that students be placed far enough from one another to rule out any possibility of irregularities. Students must be placed in such a manner that the invigilator will have a good view of all the candidates and the whole examination hall. Students may not be seated opposite or next to one another at the same desk;
- h) ensure that all invigilators report for duty on time, that is, at least 30 (thirty) minutes before commencement of the examination session, and that rows are allocated to each invigilator;
- i) keep record of the attendance of all invigilators and see to it that they sign the attendance register;
- j) instruct the invigilator/s to hand out the scripts and question papers, in the absence of a chief invigilator;
- k) advise and assist the invigilators to move between the rows to see to it that the examination progress according to the rules, that no irregularities take place and that all the examination rules and regulations are complied with;
- l) assist invigilators and act as a witness in cases where students are suspected of, or accused of misconduct;
- m) count the students present and ensure that it correlates with the number of student attendance slips.
- n) ensure that the table administrative invigilators complete and sign the invigilators report;
- o) ensure that the unused scripts are kept safe while it is in the examination venue;
- p) do interim announcements if necessary;
- q) assist with receiving the scripts from students at the end of the session and sort it in numeric order within the groups according to the Adapt IT mark sheets;
- r) assist the table administrative invigilator in recording the scripts received on the attendance register (Adapt IT mark sheet);

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- s) ensure that all the scripts are handed in at the end of the session, that it is sorted according to the student numbers and that it is recorded on the attendance register (Adapt IT mark sheet);
- t) sign the attendance register (Adapt IT mark sheet) at the end of the examination session;
- u) give instructions to students and other invigilators, in the absence of a chief invigilator, before the commencement of the session; and
- v) submit all examination scripts and other examination material to the Registrar's environment, according to the specific instructions received.

3.1.9 The table administrative invigilators:

- a) report to the control invigilator;
- b) report to the exam venue at least 30 (thirty) minutes before the session starts, according to instructions received;
- c) see to it that students who arrive late for the examination session, are admitted after the commencement of the examinations, and that they receive the necessary examination question paper and other requirements;
- d) assist with invigilation during the time when the invigilators are collecting attendance slips and checking students' timetables and proof of identity;
- e) receive the attendance slips from the invigilator and complete the attendance register as follows:
 - i.) sort attendance slips in numerical order per subject, according to the student numbers;
 - ii.) indicate that the student is present by writing a P (Present) or A (Absent) in the applicable column on the attendance register (Adapt IT mark sheet);
 - iii.) ensure that the number of attendance slips corresponds with the number of students marked present on the mark sheet, as well as the number of scripts handed in;
 - iv.) ensure that the sort order of the attendance slips corresponds with the numerical order of student numbers on the attendance register (Adapt IT mark sheet) concerned; and
 - v.) add student's name and number at the bottom of the attendance register (Adapt IT mark sheet) when a number of a student does not appear on the Adapt IT list.
- f) receive the examination answer scripts from the invigilator/chief/control invigilator and sort it in the same numerical order as the attendance register (Adapt IT mark sheet). Write a "P" (Present) or A (Absent) in the applicable column to indicate the

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script was received from the student (after the examination session, the number of scripts has to correspond with the number of students present and the number of attendance slips received); and

- g) assist with invigilation when the administration of attendance slips, attendance registers (Adapt IT mark sheets) and scripts are being processed.

3.1.10 The row invigilators:

- a) report for duty not less than 30 (thirty) minutes before commencement of the examination session;
- b) obtain all the examination requirements, e.g. scripts, question papers, instructions, etc., from the responsible control invigilator or examination official, at least 30 (thirty) minutes before commencement of the examination session;
- c) acquaint himself/herself with row allocations in terms of where the different groups of students are going to sit, before the students are admitted to the examination venue;
- d) see to it that all diagrams, maps, drawings, notes and other material with a bearing to the examination subject have been removed from the walls and doors and taken out of the examination hall before the students are admitted. He/she must also ensure that there is no such material, textbooks or unused paper on the desks or inside the venue;
- e) ensure that all containers for writing instruments, instructions, pocket calculator holders and the like have been removed from the desks before the examination commences;
- f) ensure that students be placed far enough from one another to rule out any possibility of irregularities. Students must be placed in such a manner that the invigilator will have a good view of all the candidates and the whole examination hall. Students may not be seated opposite or next to one another at the same desk;
- g) hand out the scripts and question papers to students after the instruction was given that it may be handed out;
- h) move continuously between the rows allocated to them and see to it that the examination progress according to the rules, to ensure that no irregularities takes place and that all examination rules and regulations are complied with;
- i) ensure that the unused scripts are kept safe while it is in the examination venue;
- j) ensure before commencement of the session that all students are in possession of his/her personal examination timetable and student card, ID document or drivers

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licence. Students without these documents are not allowed to enter the examination venue and will be referred to exam offices to make temporary arrangements, or to collect temporary documents;

- k) ensure that students are aware of, and comply with the instructions on the question paper;
- l) are required to move up and down the rows allocated to him/her as soon as the session commences to:
 - i.) check if the information on their attendance slips corresponds with that on their student card and/or ID-document and personal individual examination timetable;
 - ii.) compare the student's face with the photo on the student card/ID document and ensure that there was not tampered with the ID photo;
 - iii.) check on the student's individual examination timetable if he/she is registered for the subject concerned;
 - iv.) check if the student number on the student's personal, individual examination timetable corresponds with the student number the student wrote on his/her attendance slip and examination script;
 - v.) ensure that both attendance slips on the examination script are signed.
 - vi.) check the stationary of the student, e.g. rulers, calculator covers, timetables, etc., for any unauthorised notes.

- 3.1.11 indicate the venue, row and seat number on the attendance slip, and collect all the attendance slips from the students;
- 3.1.12 count the number of students per row and venue and ensure the numbers correspond with the number of attendance slips collected per row and venue.
- 3.1.13 hand attendance slips to the table administrative invigilator who will sort it in numerical order, according to the student numbers, and indicate if students are absent or present on the attendance register (Adapt IT mark sheet);
- 3.1.14 receive the scripts from students at the end of the session and sort it in numeric order within the groups according to the attendance register (Adapt IT mark sheets);
- 3.1.15 assist the table administrative invigilator in recording the scripts received on the attendance register (Adapt IT mark sheet);
- 3.1.16 ensure that all the scripts are handed in at the end of the session, that it is sorted according to the student numbers and that it is indicated as a P (Present) or A (Absent) column on the attendance register (Adapt IT mark sheet);
- 3.1.17 in the absence of a chief invigilator, give instructions to students before the commencement of the session;

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- 3.1.18 sign the attendance register (Adapt IT mark sheet) at the end of the examination session; and
- 3.1.19 submit all examination scripts and other examination material to the responsible person, i.e. the main/chief invigilator/control invigilator who will submit it to the Registrar's environment, according to the specific instructions received.

3.2. The security staff members have to:

- 3.2.1 report to the nominated Head of Security for the Examination Centre at 08:00 for the morning sessions and 13:00 for the afternoon sessions;
- 3.2.2 sign an attendance register;
- 3.2.3 ensure that all personal items from students are placed on the shelves in numerical order and be handed back to them at the end of an exam session;
- 3.2.4 ensure that there are at least two (2) security staff members present at the security block;
- 3.2.5 accompany students to and from toilets;
- 3.2.6 refrain from moving between the rows;
- 3.2.7 stand on a central and visible spot;
- 3.2.8 wear yellow "bibs" to be easily recognisable;
- 3.2.9 do duty at the exit doors to prevent students from entering again after leaving without handing in question papers and examination scripts;
- 3.2.10 prevent students from being noisy too close to other students still writing exams; and
- 3.2.11 submit any lost student cards to the chief invigilator for handing over to the Registrar's Environment.

3.3. Powers of Invigilators

- 3.3.1 An invigilator may confiscate the examination documents of a student, or any prohibited aid or material in the possession of a student during the examination, if he/she suspects that an irregularity has taken place.
- 3.3.2 Where contravention of any rule as stipulated in the document for Student is suspected, the student concerned must hand over the examination script or scripts that he/she has used up to that point, on request of the invigilator. The invigilator will indicate on the script the exact time the script was confiscated.

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- 3.3.3 The student will then be instructed to continue with the examination and he/she will be given a new examination script. Once again the invigilator will indicate on the new script the exact time the script was handed to him/her.
- 3.3.4 A student may not claim that the opportunity to continue with the examination is a condonation of his/her alleged infraction of the rules.

3.4. General

- 3.4.1 Invigilators must ensure that all examination rules and regulations are adhered to at all times.
- 3.4.2 Invigilators/Security staff members are required to accompany students if they need to go to the toilets.
- 3.4.3 Invigilators will not be allowed to sit on any table or chair during an invigilation session. No talking will be allowed during the examination session, unless it is necessary to talk to the control or other invigilators or students.
- 3.4.4 Invigilators may not assist students with questions regarding the content of the question paper, unless there is a mistake on the question paper.
- 3.4.5 Invigilators/security staff may not be in possession of a cellular phone, except the Chief Invigilator who has to be able to contact the Distant Education Unit at distant assessment venues.
- 3.4.6 No students may be left unattended during an examination session.
- 3.4.7 A "bib" has to be worn by all appointed invigilators during a specific assessment period, to enable invigilators to be identified at all times. (This requirement is not applicable to the Distant Education Unit).
- 3.4.8 Students with outstanding fees should not be prevented from writing the exam of the subject(s).

4. DUTIES REGARDING INVIGILATION OF ASSESSMENTS OTHER THAN EXAMINATIONS (TEST INVIGILATORS)

- 4.1 The arrangement/appointment of invigilators is the responsibility of the relevant academic department who will make use of the approved invigilators from TUT. The name list can be obtained from the Registrar's Environment and they will assist if the request is made five working days in advance.
- 4.2 Test invigilators refer to invigilators of assessments other than examinations. The subject lecturer is considered to be the *ex-officio* test invigilator. More invigilators will be appointed where student numbers exceed the ratio of 1:50 students to support the test

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invigilator/subject lecturer. Best practice suggests at least two (2) invigilators to be allocated per venue.

4.3 The subject lecturer is responsible to ensure that test invigilators are aware of their responsibilities.

4.4 Invigilators are required to:

- a) report for duty 15 (fifteen) minutes before commencement of the test session;
- b) ensure that all the test requirements, e.g. scripts, question papers, instructions, etc., are available at the test venue;
- c) where applicable, acquaint himself/herself with row allocations in terms of where the different groups of students are going to sit, before the students are admitted to the test venue;
- d) see to it that all diagrams, maps, drawings, notes and other material with a bearing to the subject have been removed from the walls and doors and taken out of the test venue before the students are admitted. He/she must also ensure that there is no such material, textbooks or unused paper on or inside the desks;
- e) ensure that all containers for writing instruments, instructions, pocket calculator holders and the like have been removed from the desks before the test commences;
- f) ensure that students be placed far enough from one another to rule out any possibility of irregularities. Students must be placed in such a manner that the invigilator will have a good view of all the candidates and the whole venue. Students may not be seated opposite or next to one another at the same desk;
- g) hand out the scripts and question papers to students after the instruction was given that it may be handed out;
- h) move between the rows allocated to them and see to it that the test progress according to the rules, to ensure that no irregularities takes place and that all rules and regulations are complied with;
- i) ensure that the unused scripts are kept safe while it is in the venue;
- j) do interim announcements as required;
- k) ensure that students are aware of, and comply with the instructions on the question/test paper;

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- l) move down the rows allocated to him/her as soon as the session commences to:
 - i.) where applicable, check if the information on their attendance slips corresponds with that on their student card and/or ID-document;
 - ii.) compare the student's face with the photo on the student card/ID document and ensure that there was not tampered with the ID photo;
 - iii.) check the stationary of the student, e.g. rulers, calculator covers, timetables, etc., for any unauthorised notes;
 - iv.) count the number of students and ensure that at the end of the session the numbers correspond with the number of scripts collected;
 - v.) receive the scripts from students at the end of the session;
 - vi.) ensure that students sign an attendance register, e.g. an Adapt IT list or separate attendance register;
 - vii.) where required, submit all test material to the responsible person.

- 4.5 Invigilators must ensure that all examination rules and regulations are adhered to at all times.
- 4.6 An invigilator has to accompany students if they need to go to the toilets.
- 4.7 Invigilators will not be allowed to sit on any table or chair during an invigilation session. No talking will be allowed during the assessment session, unless it is necessary to talk to the control or other invigilators or students.
- 4.8 Invigilators may not assist students with questions regarding the content of the assessment, unless there is a mistake on the question paper.
- 4.9 No student may be left unattended during an assessment session.
- 4.10 No student will be allowed to leave the assessment venue within the first 15 minutes of commencement of the assessment. Subsequently no students will be allowed to arrive more than 15 minutes after commencement of the assessment.

5. DOCUMENTS

This policy has to be read in conjunction with:

- Policies on Disabled Students;
- Policy on Irregularities and Misconduct;
- Policy on Scheduling and Admission to Exams;
- Annexure A: SOP for Assessment at TUT;
- Policy on Main, Supplementary and Special examinations;
- Policy on Processing and Publication of Results; and

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- Policy on Writing of Examination at Venues External to the University.

6. SIGNED BY:

LA VAN STADEN (PROF)

CHAIRPERSON OF EMC AND SENATE

17 April 2015

B MASUKU (DR)

CHAIRPERSON OF COUNCIL

17 April 2015

7. POLICY DATES:

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| Date Issued: | 15 August 2005 | Consultation Dates: – Stakeholder(s) – TUT Staff Members | – Oct/Nov 2013 – 20 August 2014 |
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