

POLICY ON THE APPOINTMENT OF INVIGILATORS FOR EXAMINATIONS AND OTHER ASSESSMENTS

Policy Owner:	Assessment Management
Responsible Executive Office:	Registrar
Policy Type:	Operational 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 the Tshwane University of Technology (TUT) to ensure that the appointment of invigilators for examinations and other assessments in the official TUT approved assessment venues are conducted in a proper and orderly manner to enhance valid and reliable results.

2. DEFINITION(s)

"Adapt IT" is the name of the system that was previously called ITS.

"Applicant" means 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 evaluation, since evaluation usually refers 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 examinations, 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 that and they will be appointed for examinations. Subject lecturers are by implication internal invigilators during tests and other assessments.

"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.

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

"Proctoring" means the installed software on a computer used for the verification of the identity of students at a distance before an assessment and applying methods for ensuring that the assessment is valid and reliable.

"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 (usually) conducted 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.

"University" means the Tshwane University of Technology (TUT), as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

3. ACRONYMS

TUT - Tshwane University of Technology

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4. RULES

4.1 Invigilation of official examinations and all other official assessments

The following rules are relevant to the invigilation of official examinations and all other official assessments:

- 4.1.1 All invigilators are appointed as seasonal workers and contracts will be entered into on an ad-hoc basis.
- 4.1.2 All invigilators and security staff members are required to strictly adhere to the code of conduct as provided by the Registrar's Environment.
- 4.1.3 External invigilators will be appointed for official assessments and prospective invigilators are required to:
 - a) be between the age of 23 and 65 (not above the age of 65) 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 during the full duration of the examination session.
 - c) be in possession of a senior certificate, as a minimum qualification requirement, and are required to provide a certified copy thereof;
 - d) not be a registered undergraduate student of TUT;
 - e) if further studies have been completed at TUT, a cooling-off period of three (3) years 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) the writing of a customised test and achieve at least 80% for invigilators and 70% for security staff before he/she may be appointed as an invigilator or security staff.

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- 4.1.4 Invigilators are required to complete a declaration form before the commencement of each examination period and will be appointed on an annual basis.
- 4.1.5 All qualifying invigilators are required to attend a compulsory training and information session before commencement of each examination period.
- 4.1.6 An applicant may be appointed to act as one or more of the following invigilation categories:
 - a) Chief Invigilator: One Chief Invigilator (250+ students) 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 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 staff member will be appointed at a ratio of 1:100.
- 4.1.7 A messenger-driver dedicated to the Registrar's Environment is required for transportation of examination materials to different examination venues.
- 4.1.8 Only postgraduate students of TUT may be used to invigilate during other assessments (not examinations) and only act as Assistant Invigilators. No student may be the only invigilator at any assessment opportunity
- 4.1.9 Rules for proctoring of online examinations and other online assessments are provided in the Policy on Assessment and Moderation and the Good Practice Guide for Assessment and Moderation.

4.2 Powers of Invigilators

- 4.2.1 An invigilator may confiscate the examination documents of a student, or any prohibited aid or material in the possession of a student during the

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examination, if he/she suspects that an irregularity is taking place.

- 4.2.2 The invigilator should not take suspected evidence from students in a manner that is degrading, or in the form of harassing the student.
- 4.2.3 The invigilator will indicate on the script the exact time the script was confiscated.
- 4.2.4 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. No additional time will be allocated to the student.
- 4.2.5 A student may not claim that the opportunity to continue with the examination is a condonation of his/her alleged infraction of the rules.

4.3 General

- 4.3.1 Invigilators must ensure that all examination rules and regulations are adhered to at all times.
- 4.3.2 Invigilators/Security staff members are required to accompany students if they need to go to the toilets.
- 4.3.3 Row Invigilators will not be allowed to sit on any table or chair during an invigilation session. No loud or disturbing talking will be allowed during any official assessments, unless it is necessary to talk to the control or other invigilators or students.
- 4.3.4 Invigilators may not assist students with questions regarding the content of the question paper, unless there is a mistake on the question paper.
- 4.3.5 Invigilators/Security staff members may not be in possession of a cellular phone, except the Chief Invigilator who has to be able to contact Assessment Management.
- 4.3.6 No students may be left unattended during an official assessment.
- 4.3.7 A bib has to be worn by all appointed invigilators during an official assessment to enable them to be identified at all times.
- 4.3.8 Students with outstanding fees should not be prevented from writing examination.

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5 DUTIES REGARDING INVIGILATION OF ASSESSMENTS OTHER THAN EXAMINATIONS (TEST INVIGILATORS) See Annexure B

- 5.1 The arrangement/appointment of invigilators is the responsibility of the relevant academic department that will make use of the approved invigilators from TUT and remunerate them according to the approved tariff list. The name list can be obtained from the Registrar's Environment, which will assist if the request is made five working days in advance.
- 5.2 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 Invigilator/Subject Lecturer. A minimum of two invigilators will be allocated per venue.
- 5.3 The Subject Lecturer is responsible to ensure that:
 - 5.3.1 test invigilators are aware of their responsibilities; and
 - 5.3.2 all the test requirements, e.g. scripts, question papers and instructions are available at the test venue.
- 5.4 Invigilators are required to:
 - a) report for duty 15 minutes before commencement of the test assessment at the venue;
 - b) 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;
 - c) 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 material such as textbooks or unused paper on or inside the desks;
 - d) ensure that all containers for stationery, instructions, pocket calculator holders and the like have been removed from the desks before the test commences;
 - e) ensure that students are 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;

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- f) hand out the scripts and question papers to students after the instruction was given by the Chief Invigilator that it may be handed out;
 - g) move between the rows allocated to them and see to it that the test progresses according to the rules, to ensure that no irregularities take place and that all rules and regulations are complied with;
 - h) ensure that the unused scripts are kept safe while they are in the venue;
 - i) do interim announcements as required;
 - j) ensure that students are aware of, and comply with the instructions on the question/test paper;
 - k) 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 cards and/or ID documents;
 - ii) compare the student's face with the photo on the student card/ID document and ensure that the photo was not tampered with;
 - iii) check the stationery of the student, e.g. rulers, calculator covers, and timetables for any unauthorised notes;
 - iv) count the number of students to ensure the student 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; and
 - vii) where required, submit all test material to the responsible subject lecturer.
- 5.5 Invigilators must ensure that all examination rules and regulations are adhered to at all times.
- 5.6 An invigilator has to accompany students if they need to go to the toilets.
- 5.7 Invigilators will not be allowed to sit on any table or chair during an invigilation session. No loud or disturbing talking will be allowed during the official assessment session, unless it is necessary to talk to the control or other invigilators or students.
- 5.8 Invigilators may not assist students with questions regarding the content of the assessment, unless there is a mistake on the question paper.

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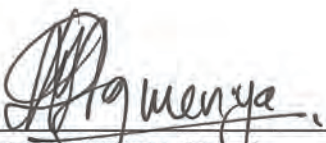
- 5.9 No student may be left unattended during an assessment session.
- 5.10 No student will be allowed to leave the assessment venue within the first 15 minutes of commencement of the assessment. Subsequently, no student will be allowed to arrive more than 30 minutes after commencement of the assessment.
- 5.11 An invigilator must complete a claim form and submit to the relevant academic department for remuneration as per the approved tariff list.
- 5.12 Invigilators are not permitted to claim additional hours of work done for travelling to and from the test venue. Remuneration is allotted on invigilator claim forms only for the duration of the test.

6. DOCUMENTS

This policy has to be read in conjunction with:

- 6.1 Policy on Scheduling and Admission to Exams;
- 6.2 Annexure A: SOP for Assessment at TUT;
- 6.3 Policy on Main, Supplementary and Special Examinations;
- 6.4 Policy on Processing and Publication of Results; and
- 6.5 Policy on Writing of Examination at Venues External to the University.

7. SIGNATURES


V MGWENYA (Adv)
CHAIRPERSON OF IPDC

26/10/2021
Date


LR VAN STADEN (Prof)
CHAIRPERSON OF EMC AND SENATE

9/11/2021
Date

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8. POLICY DATES

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ANNEXURE B

The Duties of the Invigilators

1. The Chief Invigilators:

- a) manage the preparation of the examination venue before commencement of the examination;
- b) open/unlock the examination venue before examination sessions, and close/lock the venue again after the examination session;
- c) obtain all examination requirements, e.g. scripts and question papers, from the Registrar's Environment at the campus concerned at least 45 minutes before commencement of the examination session, and distribute them to the Control Invigilator at least 30 minutes before commencement of the examination session;
- d) ensure 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 venue before the students are admitted and that there are no textbooks or unused paper on the desks or inside the venue;
- e) ensure that all containers for stationery, instructions, pocket calculator holders, and the like, have been removed from the desks before the examination commences;
- f) make all the necessary announcements and give all the instructions to students and other invigilators;
- g) instruct the invigilator/s to hand out the scripts and question papers;
- h) decide and announce 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 has expired;
- i) handle examination enquiries with regard to problems relating to question papers, and will be in direct contact with the Registrar's Environment;
- j) move 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) contact the assessor/moderator in case of enquiries with regard to the question paper concerned;

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- l) keep 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) handle all enquiries from invigilators, and will contact the Registrar's Environment if/when necessary;
- n) advise and assist other invigilators and see to it that the examination progresses according to the rules;
- o) ensure that staff, invigilators and students adhere to the examination regulations;
- p) gather reports from the invigilators concerning irregularities and submit them to the Registrar's Environment;
- q) communicate with the Registrar's Environment, or the Assessment Administrator at the campus concerned, in case of emergencies;
- r) compile an examination report to the Registrar's Environment including all irregularities or suggestions;
- s) submit all examination scripts and other examination material to the Registrar's Environment according to the specific instructions received; and
- t) collect student cards and other possessions left in the examination venue by students and hand them in at the Registrar's Environment.

2. Control Invigilators:

- a) report for duty not less than 30 minutes before commencement of the examination session;
- b) obtain all the examination requirements, e.g. scripts, question papers and instructions, from the Chief Invigilator at least 30 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;

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- 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 and taken out of the examination hall before the students are admitted; and ensure that there are no 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 are 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 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 progresses 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 students' 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 they are in the examination venue;

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- p) do interim announcements if necessary;
- q) assist with receiving the scripts from students at the end of the session and sort them 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);
- s) ensure that all the scripts are handed in at the end of the session, that they are sorted according to the student numbers and that they are 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. The Table Administrative Invigilators:

- a) report to the Control Invigilator;
- b) report to the exam venue at least 30 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 student 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

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- 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); 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 them 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 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 after the administration of attendance slips, attendance registers (Adapt IT mark sheets) and scripts are being processed.

4. The Row Invigilators:

- a) report for duty not less than 30 minutes before commencement of the examination session;
- b) obtain all the examination requirements, e.g. scripts, question papers and instructions, from the responsible Control Invigilator or examination official, at least 30 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; and ensure that there is no such material as textbooks or unused paper on the desks or inside the venue;
- e) ensure that all containers for stationery, instructions, pocket calculator holders, and the like, have been removed from the desks before the examination commences;
- f) ensure that students are 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

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- 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 they may be handed out;
 - h) move continuously between the rows allocated to them and see to it that the examination progresses according to the rules, to ensure that no irregularities take place and that all examination rules and regulations are complied with;
 - i) ensure that the unused scripts are kept safe while they are in the examination venue;
 - j) ensure, before commencement of the session, that all students are in possession of their personal examination timetables and student cards, ID documents or drivers' licenses. Students without these documents will not be allowed to enter the examination venue and will be referred to exam offices to make temporary arrangements or 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 them as soon as the session commences to:
 - i.) check if the information on the students' attendance slips corresponds with that on their student cards and/or ID-documents and personal individual examination timetables;
 - ii.) compare the student's face with the photo on the student card/ID document and ensure that the photo was not tampered with;
 - 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 stationery of the student, e.g. rulers, calculator covers and timetables, for any unauthorised notes.
 - m) indicate the venue, row and seat number on the attendance slip, and collect all the attendance slips from the students;
 - n) 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.

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- o) hand attendance slips to the Table Administrative Invigilator who will sort them in numerical order, according to the student numbers, and indicate if students are absent or present on the attendance register (Adapt IT mark sheet);
- p) receive the scripts from students at the end of the session and sort them in numeric order within the groups according to the attendance register (Adapt IT mark sheets);
- q) assist the Table Administrative Invigilator in recording the scripts received on the attendance register (Adapt IT mark sheet);
- r) ensure that all the scripts that are handed in at the end of the session are sorted according to the student numbers and that they are indicated as P (Present) or A (Absent) in the column on the attendance register (Adapt IT mark sheet);
- s) in the absence of a Chief Invigilator, give instructions to students before the commencement of the session;
- t) sign the attendance register (Adapt IT mark sheet) at the end of the examination session; and
- u) submit all examination scripts and other examination material to the responsible person, i.e. the Chief/Control Invigilator who will submit it to the Registrar's Environment, according to the specific instructions received.

5. The security staff members have to:

- 5.1 report to the nominated Head of Security at the examination venue at 08:00 for the morning sessions and 13:00 for the afternoon sessions;
- 5.2 sign an attendance register;
- 5.3 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;
- 5.4 ensure that there are at least two security staff members present at the security parcel counter/area;
- 5.5 accompany students to and from toilets;
- 5.6 refrain from moving between the rows;
- 5.7 stand on a central and visible spot;
- 5.8 wear yellow bibs in order to be easily recognisable;
- 5.9 do duty at the exit doors to prevent students from entering again after leaving without

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handing in question papers and examination scripts;

- 5.10 prevent students from making noise too close to other students who are still writing exams; and
- 5.11 submit any lost student cards to the Chief Invigilator for handing over to the Registrar's Environment.