




WCCN Invigilation policy

Doc. Number	WCCN/2018/28
Date Issued	2018/05/03
Revision	

Author	Position	Signature	Date
Policy Task Team			2018/05/04

Approved by	Position	Signature	Date
College Senate	Head of Academia		2018/05/04

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/12	Rebranding	Dr T M Bock

SENATEPREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



1. SCOPE

This Policy applies to all programs of the WCCN. The policy has been formulated to ensure that the requirements and instructions for the invigilation of all WCCN assessments are adhered to.

2. THE PURPOSE OF THIS POLICY

This document provides instructions and requirements for all WCCN examinations whether conducted at the WCCN or any approved WCCN, written or online.

3. REFERENCES

- Civil aviation assessment and invigilation policy, available at <http://www.caa.co.za/Aviation%20Personnel%20Standards/RulesAndGuidelines.pdf> [Accessed on 2018/05/03]
- WCCN Academic Rules and Regulations Policy
- Merriam-Webster Dictionary Available on line at: <https://www.merriam-webster.com/dictionary/invigilate> [Accessed 2018/05/04]

4. LEGISLATION

- Relevant Professional Bodies and Councils – The South African Nursing Council
- CHE (HEQC) (2013) The higher education qualifications sub-framework
- CHE (HEQC) Criteria for programme accreditation 2004
- South African Qualifications Authority
- Nursing Act, No 33 of 2005 as amended

5. DEFINITIONS

- 5.1 Invigilation:** to keep watch; especially, *British*: to supervise students at an examination (Merriam-Webster.com, n.d. Web 2018/05/03))

6. PRINCIPLES WHICH THIS POLICY STRIVES TO UPHOLD

- Credibility
- Transparency
- Universal applicability
- Fairness

7. POLICY GUIDING PRINCIPLES

- a) Instructions are issued to invigilators, before, during and after an examination, all instructions must be strictly followed to ensure that invigilators are familiar with the procedures to be followed during an examination and so that the important duties delegated to them are performed to the satisfaction of the WCCN.
- b) All instructions must be kept handy during an examination session so that they may be consulted at any time when necessary.
- c) In any emergency, before or during the examination; that is not covered in these instructions, the invigilator is authorised to use his/her own discretion. However, he/she must report the actions taken to the Examination Office/HOD of the WCCN immediately after the session.

WCCN NO 28 Invigilation Policy

- d) Invigilators must familiarise themselves with this policy
- e) These instructions supersede all previous instructions.

8. GENERAL

Notes to invigilators.

- a) Candidates must present their original student card or RSA Identification Document for identification purposes. Photostats or photocopies are not permitted under any circumstances.
- b) All candidates must sign the official attendance register or authorisation sheet provided for each subject. Attendance registers are only valid for the subject indicated thereon. Under no circumstance must a register be used for another subject. Authorisation sheets must show an entry for each attempted examination.
- c) Each candidate MUST receive the applicable examination documents. Under no circumstances may documents be swapped around or may the candidate bring his own examination documents into the examination room.
- d) Documents referred to in c. are limited to: Questionnaires' Answer sheets, rough work paper, or Books in the event of an open book examination
- e) No notes may be made on any examination documents.
- f) Invigilators must ensure that no notes or any scripts are taken out of or brought into the examination room whether exams are conducted online or written.
- g) There should be at least one (1) invigilator for every thirty (30) students with a minimum of two invigilators present at all times.
- h) A subject lecturer should be present at the commencement of the examination / assessment

9. ARRANGEMENTS IN THE EXAMINATION VENUE

- a) The WCCN is solely accountable for the venue where theoretical knowledge examinations take place.
- b) There must be adequate space for a candidate to write his/her examination, a minimum of 3 feet wide desks are recommended.
- c) There must be adequate temperature and ventilation control within the venue.
- d) The following placards shall be displayed within the WCCN: Examination rules; Safety or evacuation plan and an external placard depicting when examinations are in progress which must be removed when examinations are not being conducted.
- e) The invigilator must ensure that no books, bags/briefcases, or any other material not required for writing the examination are kept with or near the candidates.
- f) All the aforementioned items must be stored at a designated, secure place at the examination venue as allocated by the WCCN.
- g) The serving or partaking of refreshments during an examination is strictly forbidden.
- h) Candidates must supply their own stationery.
- i) No smoking is allowed inside the examination venue.
- j) Candidates are allowed the use of calculators in the examination venue provided that the calculators: ♦ are not programmable; and ♦ do not have an alphanumeric function.
- k) If a candidate wishes to use a calculator during an examination, he/she must prove that the calculator is not programmable and does not have an alphanumeric keyboard.
- l) When a candidate wishes to use an electronic calculator during an examination and he/she is not sure whether the calculator is permissible, he/she must request approval from the WCCN Examination Office at least 30 days before the examination for use of the calculator.

WCCN NO 28 Invigilation Policy

- m) The invigilator must inspect all the permissible aids and equipment that the applicant may use during the examination for any prohibited marks or entries.
- n) No cellular telephones or electronic communication devices such as smart watches may be taken into an examination location

9.1 Invigilators

- a) Persons must be appointed by the Accountable Manager of the WCCN as invigilators. The appointment criteria, initial training requirements, competency evaluation, responsibilities and recurrent performance evaluations of invigilators and procedures for testing must be documented in the WCCN Examination Office. Training files of each invigilator must be maintained as evidence that the procedures have been carried out.
- b) There should at all times be at least two invigilators per examination session to ensure that the examination candidates' behaviour is visually monitored during the entire examination.
- c) When an invigilator is absent at any stage during an examination, it is his/her responsibility to arrange that another approved person take over his/her duties during the period of absence in accordance with the prescribed procedure.

9.2 Procedures before commencement of a session

- a) Invigilators must read the verbal examination instructions as stated in Annexure 1 to candidates on every occasion.
- b) Invigilators are required to distribute the required examination documents to candidates when they are seated at their examination station.
- c) After reading the instructions to the candidates, the invigilator must ask whether there are any questions or if anything is unclear regarding the instructions. The invigilator must answer all the queries but may not assist with the examination.
- d) All students will be **given 15 minutes reading time** prior to the commencement of writing.
- e) Any person arriving after the 15 minutes reading time will not be allowed to take the exam and will have to apply for a deferred exam and provide substantiating evidence for being late.

9.3 Distributing examination material

- a) Rough work paper may be given to candidates, but they may not use their own.
- b) Together with the applicable examination documentation, the attendance register, or authorisation sheet must be given to every candidate. The candidates must complete this register or authorisation sheet and invigilators must check that all the candidates have signed the register or authorisation sheet. The completed attendance register, or authorisation sheet must be kept in the possession of the invigilator until the examination session has been totally completed.
- c) After the instructions have been read to candidates, the invigilator must instruct candidates to verify that all the applicable documentation was received. Under no circumstances may a candidate open or access the exam unless authorised to do so by the invigilator.

9.4 Documents for identification purposes

- a) Candidates must have their appropriate, original student registration card or RSA ID book available for each examination for identification purposes.
- b) Invigilators must ensure that candidates, who report for the examinations, are in fact the persons whose names are on the attendance register or authorisation sheet.

- c) Invigilators must compare the information on the attendance register or authorisation sheet with the student registration card details or ID book as required.

N.B. CANDIDATES WHO CANNOT PROVIDE THE ABOVE-MENTIONED DOCUMENTS SHALL UNDER NO CIRCUMSTANCE BE ALLOWED TO ATTEMPT THE EXAMINATION.

10. PROCEDURE DURING EXAMINATION SESSIONS

- a) The invigilator may not allow any unauthorised person into the examination room after the candidates have entered for their examinations.
- b) No candidate may leave the examination room unless accompanied by an invigilator. The remaining candidates in the room, if any, must be invigilated by another approved Invigilator
- c) It is expected of the invigilator to invigilate strictly. He/she must give his/her undivided attention to invigilating and may not do anything else for the duration of a session.
- d) Under no circumstances, unless so directed by the Examination Office, may an invigilator draw the attention of candidates to mistakes in the questionnaires. Invigilators may also not explain an examination question to candidates. Candidates may inform the examiner of mistakes and/or problems in a "Note to the Examiner" on his/her rough work paper that must be handed in with all the other material. No telephone calls whatsoever to the invigilator and/or examiner are allowed during an examination session.
- e) See annexure 1 for verbal instructions given to candidates in the examination venue

11. DISQUALIFYING A CANDIDATE

Please refer to section 6.21, 6.22 of student conduct during an examination as in the WCCN Academic Rules and Regulations

- a) It is compulsory for invigilators to familiarise themselves with the contents of these guidelines before the commencement of an examination session
- b) Before the commencement of any examination, candidates must be warned against not complying with any examination instructions.
- c) When an invigilator is convinced that a candidate is guilty of not complying with examination instructions, rules or regulations, the invigilator must immediately act as follows: as stipulated in Section S2.1 Alleged misconduct during assessments as in the Student Academic Rules and Regulations the invigilator shall:
- d) confiscate the candidate's answer book or assessment material and all incriminating documents and equipment, and shall enter the time and his/her own signature on the answer book;
- e) issue the candidate with a new answer book or assessment material written on the outside "new assessment material/ answer book issued to....." and enter the time and signature of the examination supervisor/invigilator;
- f) request the candidate to make a written declaration after the examination, test or assessment stating what transpired. Such candidate should be advised that the written declaration should be made freely and voluntarily and will be used in the disciplinary hearing;
- g) if the candidate refuses to continue with the examination or assessment, the invigilator must instruct him/her to leave the venue;
- h) after the examinations, test or assessment the supervisor/invigilator shall hand the candidate's original answer book and any incriminating material, as well as the answer book issued to the student after the irregularity was discovered, written statements of the candidate and the invigilator to the relevant Head of Department (HOD) or HOD in the case of an examination;

- i) The HOD will start the process of instituting disciplinary proceedings against the candidate and inform the Head of Campus;
- j) the invigilator must compile a written report of the whole incident without delay. The invigilator's actions during the whole episode as well as any admissions made by the candidate must be reported. If any assistant invigilators were present, their written eyewitness report/s must also be included

12. MANAGEMENT OF ILLNESS OF A CANDIDATE DURING AN EXAMINATION

- a) When a candidate takes ill during an examination / assessment he/she shall be permitted to leave the examination / assessment venue under the supervision of an invigilator and offered a maximum amount of time out namely:
 - 30 minutes for a three (3) hour paper
 - 20 minutes for a two (2) hour paper
 - 15 minutes for a one and a half (1½) hour paper
- b) In the event that the candidate remains unwell after the "time out" and is unable to continue with the examination / assessment, he/she will be referred to the Head of the Department
- c) Where the candidate indicates that he/she is well enough to resume the examination / assessment he/she may at the discretion of the invigilator be allowed additional time to complete the examination / assessment.

13. COMPLETION OF EXAMINATION SESSION

- a) Invigilators may not allow candidates any more time than that indicated on the questionnaire or computer screen, unless specifically instructed to do so by the WCCN Examination Office.
- b) After a candidate has indicated that he/she has finished writing an examination, the invigilator must ensure that he/she has received back all the documents (including all the rough work paper) that were provided to the candidate.
- c) Candidates are not allowed to take notes of any nature out of the examination room.
- d) The (WCCN HOD) must provide a complete list (Attendance register or Authorisation sheet) of all candidates who wrote examinations at the WCCN or examination venue. This list contains examination details and indicates which candidates wrote the particular examination.
- e) The invigilator must indicate the absence of a candidate by writing "Absent" next to the candidate's name on the attendance register or authorisation sheet.
- f) The sign out time of the candidate must be captured on the authorisation sheet or attendance register.
- g) For written examinations, the invigilator must collect all the answer sheets or answer books.
- h) All answer books must be counted and tallied against the attendance register before any invigilator leaves the examination venue
- i) Invigilators will seal all answer books in a sealed envelope whilst in the examination venue prior to handing these and the attendance registers over to the examiners.
- j) The handover of answer books to an examiner must take place inside the examination venue and the examiner will sign for receipt of the answer books on the attendance register



ANNEXURE 1 VERBAL INSTRUCTIONS TO CANDIDATES IN THE EXAMINATION VENUE

Remarks.

a. The remarks between brackets and in italic case, are for the information of invigilators only and should not be read aloud to candidates.

b. (Before commencement of a session):

- Attention please, Ladies and Gentlemen! Please take up your seats and listen to the following. (Wait for silence.).
- Place your student registration card or RSA ID document and examination attendance sheet on the left-hand side of the desk so that they can be checked. (After candidates have started with the examinations, the documentation of all candidates must be checked. Also ensure that all candidates have signed the attendance register or authorisation sheet).
- No cell phones are allowed in the exam room, not even if they are switched off and in your pockets.
- Please open all your calculators remove the covers and remove your flight computers from their covers. No pencil cases are allowed.
- Your exam is to be carried out under CCTV surveillance (as applicable).
- Please verify that all details on your computer (or answer sheets in the case of written examinations) are correct: the subject, your student registration number, surname and initials.
- Make sure that you have the materials that are required for the exam.
- Before you submit, make sure you go through the list of questions and check that you did answer all the questions. It is not possible to retrieve the examination paper after you.
- A candidate may be disqualified if: -
 - he/she possesses any manuals, notes or other material except that issued by the invigilators;
 - he/she attempts to communicate with another candidate or passes any object or note to another candidate.
- No candidate may leave the examination room without the permission of the invigilator.
- Candidates are not allowed to smoke during the examination session.
- A "five minutes" warning will be given by the Invigilator in order to finish up and all candidates must stop writing immediately when so instructed by the Invigilator or the Online examination system.
- No extra time will be allowed for any subject.
- All rough work paper and accompanying documents which have been supplied to you must be handed to the invigilator before leaving the examination centre.
- The invigilator will not answer any questions with reference to the content of the examination. Should there be a lack of clarity regarding any question, candidates must feel free to write their comments to the examiner on their rough work paper and hand this into the invigilator after the examination session.
- Candidates subject themselves to disqualification should they not adhere to these instructions or the examination rules.
- (for written examinations) When you have finished writing, please put up your hand. You are not allowed to leave the examination room unless so permitted by the invigilator.
- Candidates are finally warned that should they not comply with any examination instructions or rules, the matter will be referred to the CAA for possible disciplinary steps. I now give you the

WCCN NO 28 Invigilation Policy

opportunity to hand in any unauthorised documents or objects. Should you be found in possession of any unauthorised item, you will be charged with transgression of the examination instructions or rules.

- If a physiological break is necessary, you will not be allowed any extra time for the examination.
- No headgear or earpieces (unless for medical or religious purposes) may be worn during the examination.
- When you are satisfied that everything is in order, and keeping the aforementioned instructions in mind, you may commence with the exams.

Good luck with your examination.