

HIGH SCHOOL 2016 EXAMS

PRIVATE INVIGILATION RULES & PROCEDURE

Dear Private Invigilator

Enclosed you will find our student's exam paper and answer book. Please read the following **Damelin College private invigilation rules and procedures** for the examination upon receipt of this package:

1. The invigilator may not be a relative or friend of the student, and should occupy a position in a High School.
2. The College has the right to accept or not to accept the proposed invigilator and to ask the student to propose another person.
3. The student is responsible for any invigilation fees that may be payable to the invigilator.
4. The College will courier the student's exam pack, containing the exam paper, directly to the approved private invigilator's school as per the details supplied on the private invigilation form. Wherever possible, the College will attempt to confirm the courier address, but will not be held responsible for these details.
5. The student is responsible for all costs relating to the private invigilation option.
6. Each examination paper is sealed separately and it will only be delivered to the invigilator's school's address.
7. The seal must be broken *10 (ten) minutes* before the starting time of the examination in the presence of the student, and, the question paper then handed to him/her.
8. The student may proceed to read the paper, but may not commence writing before the starting time.
9. The student may not have any study material or notes in his/her possession during the examination. The student may only have the stationery required for the examination, e.g. pens, ruler, etc. in his/her possession UNLESS otherwise indicated on the examination paper. Please refer to the instructions on the examination paper for such instructions.
10. Should the student need to leave the examination room during the examination, he/she must be accompanied by the invigilator.
11. No cell phones may be allowed into the examination room.
12. All personal belongings must be placed at the front of the room and the student may not have access to them during the exam.
13. Any irregularity during the examination must be reported in writing by the invigilator and sent to the attention of the High School Examination Coordinator at the College. In the event of a student being caught cheating, the script and examination paper must be confiscated immediately and all evidence must be attached to the report, which must be signed by both the invigilator and the student. Should the student refuse to sign the report, this fact is to be recorded in writing and signed by the invigilator and a witness. The telephone contact details of the invigilator and the witness must be supplied on the report.
14. Once the answer paper has been handed to the invigilator, the student must not be given access to it.
15. The Confirmation of Private Invigilation form must be completed by the invigilator, legibly and in full, and returned with each examination script.

16. The private invigilator is required to uphold these rules and internationally accepted examination practice whilst invigilating the examinations. Examiners are highly experienced and trained to pick up irregularities and any such indication will be fully investigated by the College. The outcome may be that the student is disqualified from the examination and the private invigilator blacklisted and prevented from invigilating future examinations for the International Colleges Group (ICG).
17. The private invigilator must return the student's answer script, with the completed 'Confirmation of Invigilation' form and all other examination documentation, within 5 days of the exam date – **by COURIER only** – at the cost of the student. Please send to the following address: Fleetway House, 29 Martin Hammerschlag Way, Foreshore, Cape Town, 8001, South Africa. Do NOT return exam scripts by normal/registered post as they may never arrive at their destination.
18. Should you require assistance, please contact the Examinations Office at Cape Town (021) 417 6922. We would be delighted to assist you.

We wish to thank you for upholding the integrity of the Damelin examinations and, on behalf of the student, for invigilating the examinations.

EXAMINATIONS DEPARTMENT