

APPLICATION FOR PRIVATE INVIGILATION

Student Number

Invigilator- Personal details

Surname	Initials	First name
---------	----------	------------

Mr/Ms/Mrs/Miss/Other	Relationship to student
----------------------	-------------------------

Employer	Position
----------	----------

Telephone (home)	Telephone (work)
------------------	------------------

Cell phone	Fax
------------	-----

E-mail address

Identity number or passport number

Physical address of invigilator for courier delivery

Town/City	Post code	Country
-----------	-----------	---------

Physical address where exam will be written

Town/City	Post code	Country
-----------	-----------	---------

DECLARATION BY INVIGILATOR: I declare that the above details are correct, that I can be contacted and that I am aware of the examination regulations stated on this form. I am prepared to act as an invigilator and will conduct the examination strictly in accordance with the prescribed rules.

Signature of invigilator

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date

DECLARATION BY STUDENT: I declare that I have read and accept the examination regulations governing private invigilation as stated on this form.

Signature of student

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date

Examination regulations governing private invigilation:

This application must be accompanied by an official affidavit, signed by the student and a Commissioner of Oaths (such as a police officer), stating the reason(s) for the application. Permission for private invigilation is granted only in highly exceptional cases, such as imprisonment or in the case of learners residing more than 150 km from the closest Damelin College exam venue.

Private invigilation applications will not be considered unless all details are supplied legibly and both the proposed invigilator and the student have signed this application form.

The private invigilator proposed may *not* be a relative, friend or supervisor of the student and should occupy a position of *seniority* in a community. Acceptable candidates are:

- school teacher/principal/lecturer/professor
- clergy person/spiritual leader
- lawyer/judge
- postmaster
- commissioner of oaths
- librarian

The private invigilator must ensure the examination takes place in a suitable environment. The College has the right to accept or not to accept the proposed invigilator and/or examination centre and to ask the student to propose another person.

The student is required to pay the standard Examination Entry Fee of R450 per subject. In addition, fees for private invigilation are R270 for South African destinations. For neighbouring countries and overseas destinations fees are available upon request. This is payable by the student. Fees are subject to change without notice.

The student is responsible for any invigilation, venue hire, courier or other fees that may be payable to the invigilator, venue, courier or other entity.

A student, who has not received his or her Examination Confirmation Letter giving written approval for private invigilation, must phone the College two weeks before the examination session to confirm that private invigilation has been approved.

Following approval, the College will courier the examination material directly to the private invigilator's physical address prior to the examination. Examination material will *not* be posted or faxed. The examination paper will be in a sealed envelope, and it will be delivered to the invigilator's address only.

The student must write the examination on the date and at the time specified in the College's Examination Timetable. The student may *not* write examinations at any other time other than that stipulated by the College.

Invigilators are *not* to open the sealed examination papers and are required to keep them locked away.

The seal must be broken *ten minutes* before the starting time of the examination in the presence of the student, and the question paper then handed to the student.

The student may proceed to read the paper, but may not commence writing before the official starting time.

The student may *not* have any study material or notes in their possession during the examination, unless otherwise stated in the Examination Confirmation Letter and on the question paper.

Cell phones must be switched *off* and may not be handled during the examination.

The invigilator must accompany a student wishing to leave the examination room during the examination.

The invigilator is required to read and uphold the Examination Rules supplied by the College and is to furnish the College with a detailed Irregularity Report where an irregularity or deviation from standard practice occurs.

Once answer books have been handed in to the invigilator, the student must *not* be given further access to them.

The Private Invigilator must return the student's answer script, with the completed "Confirmation of Invigilation" form and all other examination documentation, within 72 hours of the exam date – **by COURIER or REGISTERED FASTMAIL**–at the cost of the student. Please send to the following address: **The Assessment Manager: Success House, 5 th Floor 2 Melle Street Braamfontein, 2001.** DO NOT return exam scripts without a tracking number as they may never arrive at their destination.



The College will not be held responsible for failure to write or for difficulties encountered when undertaking private invigilation.