



EXAMINATION RULES AND –REGULATIONS, STELLENBOSCH UNIVERSITY

Dear Invigilator

Kindly study the following rules and regulations carefully:

A. THE FOLLOWING IS NOT ACCEPTABLE:

1. Exceedingly casual leisurewear
2. Use of alcohol or medication containing a high level of alcohol by invigilators just prior to or during an invigilation shift.
3. Discourteous, unfriendly behaviour towards students.
4. Eating and drinking in the examination venue during an examination session
5. Reporting late at venues for duty
6. Passive invigilating, e.g. not moving around among examination candidates.

B. POSSIBLE DISRUPTIONS:

1. In the event of fire

- In the event of a fire which cannot be put out with the available extinguishers, the students must leave their scripts as they are on the desks (as well as their bags in the front of the room) and leave the venue through the nearest **safe** exit as quickly as possible, but in an orderly fashion. In such an event the examination will in all probability be cancelled and moved to the first free day after the examination period.
- If the fire can be put out in time without undue disruption for the students, the examination can be continued and, subject to the approval of the Exams Office at Stellenbosch, extra time may be granted.

2. Riotous disruption:

Should any disruption of an examination session occur as a result of disorderly behaviour in or outside of the venue:

- Students must be requested to close their examination books immediately and keep them on the desks in front of them, while they remain in their seats.
- Order must be maintained as far as possible.
- If at all possible, the doors to the examination venue must be closed immediately to keep rioters out.
- Should rioters succeed in gaining access to the venue, the action described above must be adhered to as far as possible and
- *physical or violent contact between students and rioters must be avoided as far as possible.*
- The doors can be closed after the rioters have been removed.
- The invigilator will determine whether the examination can continue or be cancelled.

3. Indisposition or illness during an examination session

If a student becomes indisposed or ill while writing an examination, the invigilator must:

- explain to the student that, even if he/she were to obtain a medical certificate, no second opportunity for writing that particular examination is possible. The student must continue writing and try to finish the paper, provided this does not adversely affect his/her health any further. The student may not be forced to continue writing, as this could lead to a claim against the University and the invigilator if the student becomes seriously ill as a result.
- try to alleviate the student's discomfort, e.g. by offering water to drink, reviving or making the student comfortable (e.g. by letting him/her sit or lie down comfortably on the floor). No medication of any kind whatsoever may be administered, except medication of which the student him-/herself is

in possession and which has been medically prescribed, as the student may be allergic to certain types of medication and unauthorized administering may also lead to a claim against the University.

- In the event of a serious indisposition, e.g. an epileptic seizure or similar episode:
 - Remove the indisposed student from the room as quickly as possible and make him/her comfortable in the passage.
 - Take care to maintain order in the examination venue itself.
 - Do not contact any lecturers - to prevent them from unwittingly making promises to the student which cannot be realized and thereby placing the University in an awkward situation. Please contact the Offcampus- Examination Coordinator at your soonest convenience.

C. PREPARATION OF VENUE, EXAMINATION BOOKS, QUESTION PAPERS

The following preparations must be made:

Invigilators must be at the exam venue at least 30 minutes before commencement of an examination

- Take a quick walk through the venue and remove all papers, books etc. which may be lying around.
- Check whether all the question papers, as well as all accessories, such as graph paper, tables etc. are present.
- Count out enough yellow and/or green examination books and place a question paper in each book, except in cases where the answers must be filled in on the question papers themselves. In such cases examination books are provided only if this is called for on the question papers.
- Check the correct duration of the question papers, as the time indicated on the papers may differ from that on the timetable. The time indicated on the paper determines the duration of the examination session for the module in question.
Accept the duration indicated on the question papers in your parcel as correct.
- Before the session starts, invigilators must make sure of the instructions to students as set out on the examination books and question papers and ensure that these are complied with.
- Invigilators must never be too preoccupied with other matters for students to get the impression that their attention is far away.
- It is important that invigilators remain vigilant and discreet at all times while supervising the examination writing.
- Invigilators' behaviour must be aimed constantly at preventing offences. However, students may never be treated as if they are already guilty of violating the examination rules.
- Courtesy and consideration towards students is non-negotiable and complaints in this connection will be regarded in a very serious light.
- Invigilators please note - the following behaviour is not acceptable:
 - ❖ Unnecessary talking, knitting, reading of books/newspapers, staring out of the window, etc.
 - ❖ Reading examination papers in detail
 - ❖ Reading students' answer papers while they are writing or after they have handed them in.
 - ❖ Use of refreshments in the room.

D. IDENTIFICATION OF STUDENTS

- As students enter the examination room the invigilator must stand at the door and hand out the name slips, while at the same time comparing each student who enters with a photo-identification presented by the student.
- The primary method of photo-identification is the student card but an ID document, a passport or a driver's license is acceptable, providing that the student's name and photo appear on it.
- If a student card is presented on which the face of the student is not clear, one of the above proofs of identity may be asked for.
- All rucksacks, very large ladies' handbags, books, documents, etc. must be placed in the front of the venue. Only students writing open-book examinations may be in possession of books. Emphasize that no valuable items or money should be left in the bags placed in the front of the venue.
- Cell-phones and other electronic communication devices are becoming increasingly sophisticated and communication to the outside without speaking is becoming easier and easier, making effective control over this more and more difficult. Request students to switch these devices off

and not simply set them on “mute” - and place them on the writing surfaces in front of them, face down. Do not ask the students to place them on the table in the front of the venue or leave them in their bags. Should these possessions be stolen, claims may be instituted against the invigilator and the University.

- If a student is caught communicating by means of his/her electronic device and the invigilator is very sure of her/his case, this must be regarded as an attempt to act dishonestly and the procedure described later on these pages should be followed. This should be emphasized strongly right at the outset.

E. COMMENCEMENT OF WRITING TIME

The invigilator obtains complete silence before he/she makes only the following minimum announcements:

“Ladies and gentlemen,

- Make sure that all cellphones and similar electronic communication devices are switched off and placed on the writing surface in front of you. They must be switched off and may not simply be set on “mute”. Any attempt to use these devices can be regarded as an attempt to be dishonest and lead to measures against you.
- Please make sure that you have no books, notes, study material, or any bits of paper, ruler or any other items on which is written, on or under your table/desk, next to you, in your pockets or in your immediate vicinity. If so, please remove it immediately and bring it to the front.
- Cases of dishonesty, or attempted dishonesty during the examinations, will be referred to the Disciplinary Committee of the University. Candidates found guilty will be suspended or expelled from the University.
- Please complete the name slips fully and pass them on to the nearest aisle.
- If you move to another seat, you must take the name slip with you.
- Read the examination instructions on the examination book and place your signature on the front page.
- Please read the rules on the back page of the examination book and make sure that you understand what you sign for.
- If you are feeling ill and unable to write this examination, please leave now before the papers are handed out.
- Should you have any doubts, uncertainties or a problem, please consult me.
- Make sure that, if needed, you use the correct pocket calculator according to your examination instructions.

The announcements should be made in both English and Afrikaans.

- Now, hand out the examination books and question papers, as well as tables, graph paper and other aids which are called for on the question paper, promptly and swiftly. Question papers may be placed in the examination books before the examination starts, but at the end of the session please remove unused papers from the books which were not handed out. Please note: Extra copies of each question paper are usually available in the room where the students whose names come last in the alphabet are. If students are required to answer the questions on the question paper itself, do not hand out books to them, unless there is an instruction in this regard on the question paper.
- All unused question papers remaining, must preferably be returned to the Examination Office at Stellenbosch. No question papers may be left in the examination room.
- As soon as all the books, question papers, etc. have been handed out, the invigilator announces:

“Ladies and Gentlemen, is there anyone who did not receive a question paper?” If all candidates have everything they need: “You now have five minutes to read calmly through your paper. After this, your writing time begins as indicated on the question paper. You may not begin writing yet and I will announce when the writing time officially starts.” (Now set the clock to 5 to 9 or 5 to 2). As soon as the five minutes have expired, the invigilator announces: “Ladies and gentlemen, writing time now officially begins.”

- Guidelines regarding pocket calculators have been reaffirmed by the Executive Committee (Senate). Make sure that you make the correct announcement as to which pocket calculators may be used (consult the question paper).
- If a student requires a second or further examination book, he/she must be given a thin, (pink) book. Each student may receive only ONE green *or* ONE yellow book. All further books needed are pink. This also applies when students are required to answer each question in a different book. There is no limit to the number of pink books which may be used. Upon handing in, all pink books must be placed in the back of the green or yellow book. (REASON: The number of green/yellow books must tally with the number of name slips.) Ensure that the student's name and number appears on all books handed in.
- If a student needs to leave the room to visit the toilet, the convenor or an invigilator must accompany him/her 7/8 of the way if possible. Where possible, let a female invigilator accompany female students and a male invigilator male students.
- Lecturers must be contacted only in connection with matters related to the question paper. The Examination Office must be contacted regarding all other matters (illness, insufficient papers, dishonesty, etc.).

F. COLLECTING THE NAME SLIPS

- Even if only one module is being written in the venue, the name slips **must** be completed and collected.
- Collection of name slips usually takes place about 15 minutes after the start of the examination session.
- Afterwards, the invigilator must sort and count the name slips, but he must at no stage stand with his back to the students.
- Check that the total number of students in the venue tallies with the total number of name slips. It is not necessary to arrange the slips alphabetically.
- At the end of the session, the invigilator has to check the number of answer books (green or yellow) against the number of name slips. The numbers *must* tally.
- The name slips of each module are then placed in a *separate* envelope and sealed. This envelope then has to be placed in the relevant brown envelope (with the yellow page on the outside) which, in turn, is then placed in the DHL bag (supplied together with the exam material from Stellenbosch) for the return trip to the Exams Office in Stellenbosch
- On the outside of the abovementioned envelope containing the name slips, the following must appear:
 - a) Name of module
 - b) Number of slips in envelope
 - c) Venue
 - d) Name of invigilator
 - e) Date

G. STUDENTS WHO ARRIVE LATE

- Students may arrive up to three-quarters of an hour (45 minutes) late and during this time nobody may leave the venue.
- Students who arrive late are *not granted any additional writing time*.
- A student who turns up late may not be reprimanded or disadvantaged in any way.
- Let him/her take a seat where he/she will not disturb the other students.
- Access to the examination venue must be denied to a student who turns up more than three-quarters of an hour late.

H. END OF WRITING TIME AND HANDING IN OF ANSWERBOOKS

- The students must be warned *15 minutes before writing time expires* that they have only 15 minutes left to write.
- Do not announce the time repeatedly.
- When the writing time of a module has expired, the invigilator must announce clearly:

“Ladies and gentlemen, the writing time for the module(s) (name the module(s) unless the time for all modules being written in the room expires simultaneously) has expired. Please stop writing immediately and hand in. If you have used more than one examination book, place the second and third books in the back of the first, thicker, yellow/green book.”

Please note: No extra writing time to answer the question paper may be granted to students who arrived late.

I. DISHONESTY

If a violation of the examination regulations or any incident has occurred which, in the opinion of the invigilator, was irregular, she/he should point this out to the Examinations Office at Stellenbosch at the end of the examination session in question.

Measures relating to dishonesty on the part of students

1. Copying from others

It is often difficult to say with certainty whether a student “stole” from another’s answer book with his/her eyes. *Therefore, please be very careful before taking action.* As soon as a suspicion to this effect arises, the invigilator must approach the student and ask him/her to:

- please make it easier for everyone by not behaving in a suspect manner, *or*
- not to sit sideways in the seat,
or
- if need be, move to another seat.

Usually, this puts an end to the problem.

2. Possession of illicit notes

Make absolutely sure that a student is, in fact, copying from notes. They are sometimes past masters at concealing this. This type of student usually sits:

- either in the back row
- or in a place against the side wall of the venue.
- and mostly appears nervous and fidgety.

As soon as the invigilator has established beyond doubt that the student is making use of illicit, previously-prepared notes, she/he must:

- approach the student and, without disturbing the other students, declare that note has been taken of what she/he is doing

- confiscate all the evidence (the notes, answer book and question paper)
- allow the student to continue with the examination by supplying him/her with another question paper and examination book (yellow/green as the original), as the Disciplinary Committee may find him/her not guilty
- record the incident in writing
- at the end of the examination session obtain all relevant details from the student.
- the invigilator must deliver a full written report regarding the incident to the Examinations Office at Stellenbosch as soon as possible.
- If the student in concerned still has to write further examinations, he/she must be allowed to do so, as he/she may be found not guilty, or the Disciplinary Committee may conclude that he/she should be punished only with regard to the module in question.

J. THE COURIER SERVICE

Kindly note that all exam material will be couriered to you. You will be contacted telephonically by the courier service to arrange delivery and the same procedure applies for collection (pick-ups) of examination scripts.

Thank you very much and wishing you well with this very important task.

Kind regards

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