



MANUAL FOR EXAMINATION INVIGILATION

AET

(REVISED 2017)



1. General Instructions

1. Chief Invigilator

- The centre manager, unless the IEB decides otherwise, will act ex officio as the **chief invigilator**.
- The initial handling of question papers is the sole responsibility of the **chief invigilator**.
- Only the **chief invigilator** may have access to question papers and it is his/her responsibility to issue the correct question papers to the invigilators each day.
- The **chief invigilator** may delegate other duties but must still remain in overall control of the examination.
- The **chief invigilator** is responsible and answerable to the IEB for the conduct of the examination.

2. Delivery of question papers

- Delivery of question papers will be done in the week before the examinations.
- Examination papers will be delivered via courier. Please ensure that the address provided can be easily located by courier companies.

3. Documents to be checked and the non-receipt of the examination papers to be reported

- The **chief invigilator** must ensure that question papers for each learning area for which there are candidates at the centre have been received.
- Question papers are packed in security envelopes in lots of 20 and the balance in an 'odd-lot'. NQF 1 question papers are then packed in a locked black bag.
- The "Return of Answer Scripts" form must be completed, signed and returned by fax to the IEB office as proof of receipt. This must be done as soon as the papers are received.
- If for any reason, any examination paper is not available at the proper time on the day the examination is to be written, the **chief invigilator** should contact the IEB office by telephone.

4. Safekeeping of papers

- The **chief invigilator** is responsible for the security of the question papers and must ensure that the papers are kept in a safe or strongroom on the centre premises or in such other secure place as may be approved by the Board. No steel cupboards may be used.
- The NQF 1 question papers are packed and sealed in a blue security bag and locked in a black bag. You will receive the combination code on the morning of each examination to unlock the bag. **Please note that the black bag MUST NOT be cut without written permission from the IEB. If the bag is cut**

without permission, the matter will be treated as an irregularity and the results of the candidates withheld.

- The security envelopes and the black bags must be opened in the presence of the candidates.

5. Invigilation matters

- **A minimum of two invigilators** must be appointed for fewer than 30 candidates. Thereafter an additional invigilator must be appointed for every 30 candidates or part thereof.
- The invigilators must not use cellphones while invigilating.
- Invigilators are expected to exercise the greatest care in the supervision of candidates.
- They should give their full attention to the work of supervising (e.g. they should refrain from reading, knitting, listening to Walkmans or iPods, marking and writing during the examination) and should move about the room constantly during the session.
- The candidates must not be disturbed, interrupted or assisted in any way during the examination.
- No enquiry involving the explanation of questions may be answered.
- The invigilator, unless previously instructed to do so by the IEB, must on no account draw attention to any error that may be observed in any of the examination questions or mark allocation.
- A candidate who wishes to speak to the invigilator should raise her/his hand. Failure to observe this instruction will lead to the invalidation of the examination.

It is vitally important that candidates are not given any grounds to infringe on the regulations of the exam as a result of lack of vigilance on the part of invigilators.

An invigilator may not:

- provide a candidate with **loose sheets of paper** for rough work;
- read over the candidate's shoulder or stand behind the candidate in such a way that the candidate may be disturbed or distracted; or
- give a copy of the examination paper to any person other than a candidate before the end of the examination.

2. Preparation of the examination venue

2.1 Desk accommodation

- The **chief invigilator** must ensure that adequate provision has been made for the accommodation of all candidates.
- Seating must be arranged as to afford no opportunity for candidates to copy one another's work, nor to take any other unfair advantage.
- Candidates should be so placed that there is a lateral distance of 1,5 metres between each candidate and the candidates on either side, and a distance of 1 metre between each candidate and the candidates in front and behind.
- Candidates' examination numbers should be affixed to their desks.
- It is the **chief invigilator's** responsibility to allocate desks for every session and to make any changes that may be necessary.

2.2 Seating of candidates

Candidates must be placed in strict numerical order in the examination room for each examination session. This arrangement will help invigilators when the answer books are collected as they have to be arranged in strict numerical order according to the attendance register.

2.3 Sketch plan of candidates' relative positions

- A neat sketch plan showing the position of each candidate's seat must be prepared by the Invigilator.
- The plan should indicate candidates by examination numbers and should show their relative positions and the approximate distances left and right, and back and front between them.
- A plan should be completed in respect of each sitting except where the candidates' positions have remained unchanged throughout.
- This plan must be submitted to the IEB at the end of the examination period.

2.4 Adherence to timetables

- Strict adherence to the timetable is essential for the smooth running of the examination. When handing out question papers at the commencement of each session, invigilators are to ensure that it is the correct question paper for the subject, in accordance with the timetable.
- Any incorrect question paper(s) found must not be shown to the candidates, but must be resealed in the security envelope and the IEB (Manager: Materials Handling) must be notified immediately.
- **Any deviation from the prescribed hours will, as a rule, invalidate the examination.** Should any deviation from the timetable occur for unavoidable reasons, the Chief Invigilator must inform the IEB immediately. Please contact the Manager: Entry and Resulting. This report should be made initially by telephone at the time and **must** be followed up in writing **ahead of the start of the examinations**.

2.5 Clock

There must be a clock in the examination venue that is clearly visible to all candidates. The duration of the examination should be timed according to this clock.

2.6 Notes, textbooks, etc.

- The chief invigilator must ensure that the candidates do not bring any notes, books of any description, or even blank paper into the examination room
- Charts, diagrams, writing on the blackboard, etc. which is likely to be of assistance to candidates, should not be displayed in the examination room.
- Candidates should not be permitted to bring any bags, briefcases, etc. into the room, nor should they be permitted to leave these within the vicinity of the room.

3. Procedures during the writing of the examination

3.1 Admission of candidates to the examination room and the completion of the front cover of the answer book.

- Candidates should be admitted to the examination room a short time before the examination is scheduled to commence (minimum 20 minutes, depending on the number of candidates, more time may be allocated).
- Each candidate must bring some **form of official identification** eg their Identity Document, ID Card, Passport or Employment ID with a photo and an ID number.
- After candidates have been allocated their places, the invigilator must ensure that each learner signs the attendance register and that the names and the ID number are the same as they appear on the attendance register.
- The invigilator must then issue question papers and allow candidates to fill in the necessary details such as the examination number, centre number and centre name on the front cover of the question paper.
- Once this has been done the question papers must be placed face down on the desks. Once all candidates have completed the cover page, the candidates can be instructed to check that the question paper consists of the correct number of pages and then proceed with the **10 minutes reading time before the commencement** of the examination.

3.2 Cell-phones, Digital Translators and Calculators

- All cell-phones/Smart watches must be handed in for the duration of the examination.
- Candidates must not have digital translators in their possession.
- Candidates may have a scientific pocket calculator: silent operational and non-programmable. Cell-phones **cannot** be used.

3.3 Examination numbers

In the unlikely event of a candidate having not been allocated an examination number, the invigilator must contact the IEB (Manager: Entry & Resulting) for further instructions.

3.4 Candidates whose names are not on the Attendance Register

Should a candidate whose number is not on the Attendance Register (Annexure A) present himself/herself for the examination, he/she should be admitted provisionally, his/her number entered thereon, together with the subject taken. This must be reported by the invigilator to the IEB (Manager: Entry and Resulting).

3.5 Late arrival and early departure of candidates

- No candidate who is more than 30 minutes late should be admitted, except under very special circumstances, which should be reported to the IEB (Manager: Entry and Resulting). Permission may then be granted for the candidate to complete the examination.

- No candidate is permitted to leave the room until the full time prescribed for the question paper has expired.

3.6 Time of the commencement and duration of the examination

- The time of commencing the examination is to be calculated from the time that all the candidates have received their examination papers.
- A period of ten minutes before the official commencement of the examination will be allowed for reading time over and above the reading of any other instructions that may be necessary. No notes are to be made during this time.
- Unless prior authority has been obtained, no candidate may be allowed more time than that shown on the time-table, and scripts must be handed to the **chief invigilator** immediately after the time has elapsed.
- In each case the time to be allowed according to the timetable should be verified by reference to the examination paper. In the case of a discrepancy the time stated on the timetable must be followed.

3.7 Vigilance during examination

3.7.1 Handing in of books and notes

It is the duty of the Invigilator to ensure that books or notes that the candidate may have omitted to leave outside the examination room are immediately handed to the invigilator when the candidates enter the room.

3.7.2 Announcement of the penalty clause

Chief Invigilators are instructed to read the following penalty clause to the assembled candidates at the start of every examination sitting before the question papers are distributed, and to inform them that they still have an opportunity to hand in any notes and books in their possession.

Candidates render themselves liable to be disqualified

- (a) if they take into the examination room, or have in their possession whilst they are in the room, any book, memorandum, or notes or any paper whatsoever, except their personal copy of the printed instructions to candidates and their timetable, and such answer books or other books or papers as may have been supplied to them by the Invigilator; or
- (b) if they aid other candidates, or communicate in any way with other candidates.

Any candidate disqualified under this section may be dealt with as the IEB may determine.

Candidates should be informed that a copy of the IEB document entitled 'IEB policies and procedures for dealing with irregularities' may be found in the Chief Invigilator's office.

3.7.3 Disqualification of a candidate

When an invigilator is satisfied that a candidate has shown sufficient cause to be disqualified, the following procedure is to be adopted:

- (a) Confiscate incriminating material, if any.
- (b) Remove the answer book(s) used up to that point from the candidate and write the following on the outside cover:
'Confiscated at ... (time)'.

Note: The answer book of any other candidate from whom assistance has been obtained should not be removed unless that candidate also shows sufficient cause to warrant disqualification.

- (c) Inform the candidate that the incident will be reported to the Board.
- (d) Supply the candidate with another answer book, marked by the Chief Invigilator on the outside cover: 'This book supplied at ... (time)'.
- (e) Report the matter immediately to the Centre Manager.
- (f) Expulsion from the sitting may take place only if the candidate persists in malpractice, but such expulsion shall not prevent the candidate from attending further sittings.
- (g) Report the circumstances telephonically to the IEB, and then forward all available incriminating material under cover of a minute detailing the incident to the Board. It is advisable for both the Invigilator and the Chief Invigilator to submit separate and detailed written reports.
- (h) A report on irregularities must be sent to the IEB when the last examination has been completed. This can be detached from the centre of this Manual. (Annexure B)

3.8 Candidates wishing to leave the room

If a candidate needs to leave the room for any reason, invigilators should use their discretion about taking any practicable precautions against dishonesty. Where possible such candidates should be accompanied.

3.9 Insufficient question papers

- In the event that insufficient question papers were delivered, the Chief Invigilator must contact the IEB immediately and arrangements will be made. In the meantime, the rest of the candidates must wait until every candidate receives the question paper.

- Please note that candidates must do all rough work in their question papers. **NO loose sheets** of paper may be handed out.

3.10 Candidates who are absent

- The Invigilator must ascertain the absentees at each sitting and indicate their absence on the Attendance Register provided with the question papers.

4. **Ending the examination**

4.1 Time warning

The attention of the candidates should be drawn to the time **five** minutes before the expiry of the time allowed for any paper.

4.2 Expiry of time and inspection of details on books

- As soon as the time for a subject has expired, the candidates must be promptly stopped.
- The answer books must be carefully inspected to see that the subject and the candidate's number have been correctly and legibly filled in on each book and any insert(s).
- In certain instances the IEB has approved accommodations to candidates with disabilities. The Invigilator should be familiar with the above, and allow a candidate additional time where permitted. Stickers have been provided for candidates who have approved accommodations. The Invigilator must affix the appropriate sticker to the top right corner of the front page of the first answer book.

4.3 Return of scripts to the IEB

- At the conclusion of each sitting the **chief invigilator** must collect and arrange the answer books of the candidates (in strict numerical order) with the lowest number on top as per the attendance register (Annexure A). Please ensure that the invigilator has signed the attendance register.
- The answer books must be placed in the secure envelopes provided.
- Complete the return slip and enclose it with the scripts. These bundles must be packaged and returned to the IEB in accordance with the arrangement made with each centre.
- The secure grey plastic bags must be inserted into the secure black bag, locked and must then be returned to the IEB. Please remember to lock the bag with the lock.

4.4 Confidential nature of scripts

No one may inspect the contents of scripts before their despatch to the IEB.

4.5 Surplus question papers

Surplus question papers for the monthly AET examinations with the exception of the June and November Key examinations are to be returned to the IEB. They must not be used for any other purpose or allowed to fall into unauthorised hands.

4.6 Reporting of any circumstances affecting a result

Any circumstances occurring at or during a sitting (e.g. bomb-scare, etc.) that may affect a candidate's result must be reported immediately to the IEB. ***Under no circumstances must notes be attached to any script.***

5. **Forms to be returned to the IEB**

The following forms must be returned to the IEB at the end of the examination session.

- **Seating Plan** – One plan is sufficient if the seating for the entire examination session remained the same.
- **Irregularities Report – Annexure B**
- **Invigilation Register – Annexure C**

6. CONTACT DETAILS

Postal address:

The Manager: Entry and Resulting
Assessment Operations
IEB
PO Box 875
Highlands North
2037

Physical Address:

5 Anerley Road
Parktown
2193

Telephone: 011 483 9700
Fax: (086) 240 0483
Email: nundkumars@ieb.co.za

Annexure A

Attendance Register

**Exam: November National Exams
2020**

Centre: 9999 MABOKO BAFANA PTY (LTD)

Sector: NQF1

Subject: MATHEMATICAL LITERACY(A4MATH)

Paper: MATHEMATICAL LITERACY NQF 1 – Paper No: 1

ExamNo	ID Number	Name	Signature
209999031317	721020040608 3	CETYIWE JANE	
209999031318	690101020308 7	KALIPA NOMHLE	
209999031320	820914010108 9	KEKANA ANGELINE	
209999031319	590702020108 4	KEKANA ABRAM	
209999031321	790203030408 1	MAGUBANE THANDI	
209999031322	910603020308 0	MASEKO JANE	
209999031323	880706060508 9	MDLULI OCTAVIA	
209999031324	660920070308 2	MOKHELE PATRICIA	
209999031325	850401060308 6	NYATHI ANNA	
209999031328	870301050608 9	SIBISI NOMSA	
209999031329	670309060808 2	TWALA SARAH	
No of Candidates: 11			

Example: SKETCH OF SEATING ARRANGEMENTS

This is an example of a sketch of seating arrangements. Please draw a sketch of seating arrangements of the class you are invigilating.

