



PROCEDURE: Operating Examination

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Procedure Owner	Dean: Teaching & Learning		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	01/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	01/07/2018	Name: Benjamin Anderson Signature:
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Review History			
Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts) <ul style="list-style-type: none">Policy: Examination		Other/External (e.g. Legislation, DHET and CHE directives and guidelines) <ul style="list-style-type: none">Constitution of the Republic of South Africa: 1996Higher Education Act (Act 101 of 1997)CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004Labour Relations Act (Act 66 of 1995) as amendedCHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This procedure document will be

Step	Description	Notes
1	The attendance register needs to be signed by every student	
2	The invigilator will go through the examination instructions and explain the examination procedures prior to the commencement of the examination	
3	A designated reading time of ten minutes commences at the published start time of the examination and is added to the examination time	Students are not permitted to commence the examination until instructed to by the invigilator
4	All writing must stop when instructed to by the invigilator	
5	The Invigilator to collect all the scripts from the students	
6	The Invigilator to ensure no students are permitted to leave the examination room during the first 30 minutes or the last 15 minutes of any examination	
7	After the first 30 minutes a student may request a short break from the invigilator	The student will be supervised during the break
8	The Invigilator to ensure students leaving the examination room permanently forward their scripts and any other relevant documentation forward	
9	Students utilising technologically mediated invigilation must comply with the regulations of the 'ProctorFree' system	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Dean: Research
4	Registrar

5	Programme Co-ordinator
6	Programme Convener
7	Invigilator
8	Assessor
9	Moderator

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching and and Learning	001	1 July 2018	

