



PROCEDURE: Examination secure printing process

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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:
Revision Frequency	Annually		
Review Date	June 2019		
Review History			

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Assessment and Moderation • Policy: Curriculum Design and the Development of Learning and Assessment Resources • SOP for Moderation Practices • Policy: Appointment, Management and Development of Faculty • Policy: Programme Management 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 • SAQA: 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		
2		
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	Students must remain seated, until all the scripts have been collected by the invigilator.	
6	Students are not 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	Students leaving the examination room permanently must forward their scripts and any other relevant documentation to the invigilator	
9	Students utilising technologically mediated invigilation must comply with the regulations of the 'Proctor Free' 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 Learning	001	01/07/2018	

