



INVIGILATED EXAMINATIONS POLICY

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1 INTRODUCTION

The Da Vinci Institute (The Institute) is an accredited private higher distance education provider offering qualifications on NQF levels five to ten, which are registered on the Higher Education Qualifications Sub-Framework (HEQSF). This policy forms part of The Institute's Integrated Quality Management System and details the principles for ensuring that programme offerings adhere to academic standards and empower students to contribute to the transformation of their communities, society, and the economy of the future. This approach is underpinned by the Business- and Community-based Action Learning discourse on the co-creation and distribution of relevant knowledge.

2 DEFINITIONS

Term	Definition
Programme	A purposeful, coherent and structured set of learning experiences that leads to a qualification. Programmes may be disciplined-based, professional, career-focused, inter- or multi-disciplinary in nature. A programme has recognised entry and exit points. All higher education programmes should have core and elective elements
Misconduct	Cheating, falsification, fabrication, misappropriation, plagiarism, or other practice that seriously deviates from those commonly accepted as proper
Evidence	Institution premises refers to any premises or building which is the property of the Institution or is controlled by the Institution for Institution activities including regional offices, centres and examination venues

3 Legislative Compliance

This Policy is benchmarked against, and should be read in the context of the relevant legislation underpinning the principles against which institutional policies and operating procedures are developed, implemented and maintained. These include:

A. Relevant Legislation:

- i. Constitution of the Republic of South Africa (No.108 of 1996)
- ii. Criteria for Institutional Audits (CHE, 2004)
- iii. Criteria for Programme Accreditation (CHE, 2004)
- iv. Distance Higher Education Programmes in a Digital Era: Good Practice Guide (CHE, 2014)
- v. Higher Education Act (No.101 of 1997) as amended Act (No. 39 of 2008)

- vi. National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa (SAQA, 2017)
- vii. National Qualifications Framework Act (No. 67 of 2008)

B. Applicable DaVinci documents:

- i. D19 - Assessment and Moderation Policy
- ii. D21 – Certification Policy
- iii. E1- Code of Conduct Policy
- iv. E5 – Assessment Appeals Policy.

4 SCOPE

The scope of this policy covers aspects of formal invigilated examinations, as applied to undergraduate and postgraduate studies at the Da Vinci Institute.

5 PURPOSE

The purpose of the policy is to provide guidelines to Programme Co-ordinators, Programme Convenors, Lecturers and the Registrar, to ensure that examinations are well-planned, properly organised and professionally conducted. The aforementioned will ensure that the examination procedure and logistical arrangements which are at the core of the effective functioning of an institution, will allow for the assessment processes to be conducted in an efficient way.

6 CLARIFICATION OF CONCEPTS

6.1 Invigilated Examination

Formal examination in this policy involves summative assessments and conducted under invigilated circumstances, including face to face or technologically mediated engagements.

7 EXAMINATIONS

7.1 Examination venues

The following criteria apply to examination venues where either individual or a group of students sit for an examination:

- a) Enough space to at least accommodate the registered number of students
- b) A space conducive for examination (minimum noise levels and disruptions)
- c) Secure online password protected facilities to store examination scripts
- d) Appearance (neat, clean)
- e) Suitable desks and chairs for students
- f) Adequate lighting

- g) Adequate ventilation
- h) An accessible location, especially for students with physical disabilities
- i) Availability of public transport
- j) Entrance / exit (emergency)
- k) Complies to Health and Safety standards
- l) Toilets (clean, neat) and accessible for students with physical disabilities
- m) Water for students to wash their hands and to drink
- n) Secure parking.

In the event that students request a technology mediated examination, criteria related to physical infrastructure may not apply. However the rigour required for invigilation will be secured through the presence of an online invigilator as made possible by the 'ProctorFree' online proctoring system.

7.2 Breaches in Examination

- a) Any breaches in the examination procedures will be regarded as misconduct
- b) Any student disrupting the examination process may be dismissed from the examination venue. The invigilator will file a report with the Registrar within 2 working days of the incident
- c) The Registrar will investigate the incident. (Kindly refer to the Procedures: Code of Conduct and Appeals)
- d) If the breach does not disrupt the examination process the invigilator will allow the student to continue but will advise the student that the incident will be reported to the Registrar. The invigilator will file a report within 2 working days of the incident
- e) The Registrar will investigate the incident. (Kindly refer to the Procedures: Code of Conduct and Appeals)
- f) If the Registrar considers the incident not to constitute academic misconduct, then counselling will be provided to the student

7.3 Deferred assessment or examination

- a) Deferred assessment or examination may be granted to those students who are unable to undertake the assessment or examination
- b) The reasons for deferral must be supported by documentation that is due to unexpected and exceptional circumstances directly related to the timeframe of the assessment or the examination
- c) The deferral depends on whether a deferral is available on the particular module
- d) A deferral of this nature may only be granted once per module, unless otherwise agreed to by the Programme Co-ordinator
- e) The student must notify the relevant Programme Convener in no later than 5 working days before the scheduled examination date or deadline for the submission of the final assessment.

7.4 Information published in Examination Book

The examination answer book should provide for at least the following:

- a) Identification: Student number and ID or passport number
- b) Module
- c) Examination venue
- d) Date and time
- e) Invigilator.

Instructions to candidates:

- f) Students to sign the attendance register on entry to the examination room, and upon completing the assessment, forwarding the examination book to the designated Programme Convener
- g) Identify the answer book correctly: Name, Module, etc.
- h) Students must provide answers in the designated spaces provided in the examination book
- i) Where Invigilated assessments take the format of open-book students are required to paraphrase and reference their work as they do for any other assessment. In other words, students may not copy and paste information without putting it in their own words and relating the discussion to the specific question. Students will also need to reference accordingly and all relevant policies apply.
- j) Regarding online examinations, it is important that students prepare sufficiently for the assessment to be familiar with the coursework, as they will not be allowed to search the Internet during your examination. Students are however, allowed to download and store material before the start of the session.
- k) The questions will require long-form responses, for example, essays, reports, plans, etc.
- l) The required length of the responses will be indicated in the invigilated assessment question.

7.5 Dispatching of completed examination books to the lecturer:

- a) Once the batching process has been completed by the Programme Convener, the examination scripts are electronically delivered to the relevant lecturer
- b) A control sheet is kept with the batch number and the number of scripts in that specific batch
- c) A record is kept of the collection date, the subject and the quantity of examination scripts collected
- d) One control sheet is kept by the examination administrator and the other collection sheet is provided to the assessor. The date of collection and the signature of the recipient need to be on both sheets

- e) The original sheet is filed and used as a control when the assessor returns the marked scripts.

7.6 Returning of examination scripts by the assessor:

- a) When the assessor returns the examination scripts, the marked scripts are checked against the original control sheets that were filed
- b) Each examination script is checked to ensure that the assessor has marked it according to the stipulated criteria and that the marks awarded have been totalled correctly
- c) The batches are then checked by nominated senior personnel to ensure that the assessor has entered and totalled all marks correctly before it is entered onto the Student Management System (SMS)
- d) Batches that are allocated for moderation are then taken out and sent to the moderator together with a copy of the assessor's mark sheets.

7.7 Recording results

Entering of the results onto the SMS:

- a) The final totals are entered under the name of each student for each subject
- b) The original mark sheet is checked against the copy to ensure that it has been entered correctly.

Scripts received from the moderator:

- c) When scripts are returned from the moderator, the relevant batch is re-opened and the marks adjusted if necessary
- d) The moderator's mark sheets are filed
- e) The batch is closed and scripts are re-filed in the relevant batches.

Posting results onto the system:

- f) Once all results have been entered the final examination weights are run on SMS for the final calculation of the module marks
- g) Once all the results have been verified and signed off by the Examination and Assessment Committee and Academic Board, results may be released
- h) Once the results are entered onto the learner's academic record it cannot be altered.

7.8 General arrangements: Assessors and moderators

- a) Assessors/moderators should keep examination scripts in a secure place at all times when in their possession.
- b) The mark sheet provides the student numbers of students who have sat the examination. The scripts will follow in the order as indicated on the mark sheets and assessors should keep the scripts in the same sequence and advise the examination administrator immediately of any omissions.

- c) Standard of marking:
- d) The pass and distinction mark, are discussed in the Certification Policy under the heading 'Awarding of a qualification, and Awarding a qualification with distinction (cum laude)
- e) Assessors should double-check their addition of marks on every script to ensure that final marks are correct
- f) Assessors are requested to award a percentage per question and script After completing the marking/moderation of the scripts, the Assessor/Moderator must complete a report on each subject assessed or moderated
- g) Moderation and mark adjustment procedures are discussed in detail in the Assessment Policy.

8 REVIEW OF THIS POLICY

Regular review and amendment of this policy will be done in line with the approved institutional policies and regulatory requirements. This will take place in consultation with the relevant quality assurance structures at departmental and institutional level, under the auspices of the official custodian of this policy, namely the Executive Dean: Academic.