

# APPLICATION: APPOINTING AN INVIGILATOR

Complete this application to appoint an invigilator for the Grade 11 November examination and/or the Grade 12 June and Preliminary Examination. (Refer to *Study at Impaq*/www.Impaq.co.za for more information.)

**Take note:** The appointment of an invigilator is subject to approval by Impaq. If all requirements are met and approval is granted, the legal guardian/account holder will be informed in writing.

**NB: An invigilator must apply annually to act as invigilator.**

Neither direct family of the learner, nor a parent/guardian of another Grade 11/12 learner, may act as an invigilator.

Deadlines for submitting this application: **Grade 12:** 3 April 2017

**Grade 11:** 1 August 2017

### Learner

Full names	<input type="text"/>	ID number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>	Student number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Grade	<input type="text"/> <input type="text"/>		

### Legal guardian/Account holder

Full names	<input type="text"/>	ID number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>	Cell number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E-mail	<input type="text"/>		

### Type of invigilator

**1. Facilitator at an Impaq approved centre** Centre number   
Centre name

**2. Registered teacher**  
Attach the following **required** documentation: (N/A to invigilators approved in 2016)  
 Copy of ID  
 Proof of qualification as teacher or copy of SACE registration certificate (ensure that the registration number is clearly visible).

**3. Commissioner of oaths**  
Attach the following **required** documentation: (N/A to invigilators approved in 2016)  
 Copy of ID  
 Copy of stamp of commissioner of oaths or copy of certification as commissioner of oaths (ensure that the registration number is clearly visible).

### Invigilator (N/A to centre invigilators)

Full names	<input type="text"/>	ID number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>	Cell number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E-mail	<input type="text"/>		

(Contact details may not be the same as the parent/guardian's details.)

Applicable examination:

Grade 11 November Examination	<input type="checkbox"/>
Grade 12 June Examination	<input type="checkbox"/>
Grade 12 Preliminary Examination	<input type="checkbox"/>

Physical address where examination will be written

Street	<input type="text"/>		
Suburb	<input type="text"/>		
City/town	<input type="text"/>	Province	<input type="text"/>
Country	<input type="text"/>	Postal code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

If invigilating for a specific subject/s please indicate which:

## A. Invigilator requirements

- The invigilator must be computer literate.
- The invigilator must have access to a computer (not iPad/tablet) with internet connectivity and printing facilities. Question papers will only be available electronically to the invigilator to download via *my.Impak*.
- It is the responsibility of the invigilator to print the examination papers. Take note that some papers must be printed in full colour or on A3 paper. (External printers, e.g. Postnet, may be used.) The parent/guardian may not have access to the examination question papers.
- The invigilator must ensure that the examination takes place on the prescribed dates and times, and that the answer sheets reach Impaq by the submission deadlines.
- The appointed invigilator must be available for the supplementary examination in the following academic year, if necessary.
- Where invigilating CAT or IT, the invigilator must have the facilities to write a CD/DVD.

## B. Services and remuneration

Fees for services rendered by the invigilator (including printing, internet and courier costs) must be agreed upon between the legal guardian and the invigilator. It is the legal guardian's responsibility to ensure that the invigilator fulfils all the necessary duties (as outlined in this document, *Studying at Impaq* and online). Impaq cannot be held responsible for negligence on the part of the legal guardian or the invigilator. Impaq doesn't determine costs.

## C. Responsibilities of the parent/guardian

The parent/guardian must:

- Confirm that the invigilator receives the timetable and that it is followed strictly.
- Confirm that the invigilator is available on the dates as per the timetable.
- Ensure that the invigilator knows which subjects the learner is registered for.
- Confirm that the invigilator can access *my.Impak* to download the papers before the start of the examination.
- Provide task cover pages to the invigilator before each scheduled examination.
- Check that the answer sheets are complete before it is sent to Impaq.
- Ensure that the answer sheets are submitted (by the invigilator) by the scheduled due dates.

## D. Invigilator duties and responsibilities

The full set of examination rules and regulations can be found on [www.Impaq.co.za](http://www.Impaq.co.za).

### 1. Examination preparation

The invigilator is fully responsible and therefore accountable for the examination conducted at his/her venue. He/she must be present at the examination venue for the entire duration of every examination session. Other responsibilities include:

- Ensure the preparation and readiness of the examination room, which includes the following:
  - learners may not sit two to a desk or table;
  - learners must be seated at least one metre apart;
  - all subject matter, such as drawings, must be removed from the walls;
  - writing boards must be cleared of any writing, formulae or drawings;
  - examination rooms must be sufficiently ventilated and illuminated;
- Ensure that all equipment, including computers, printers and drawing boards to be used by learners, are serviced timeously and are in perfect working order, and that they are available at the examination venue on the day of the examination. Computers must contain the correct version of the required software for the relevant subject.
- Where applicable, ensure that adequate preparation is in place to accommodate concessions granted to learners (e.g. separate rooms or extra time). Take note that all concessions must be approved, with the necessary concession letter. Send enquiries in this regard to [assessment@Impaq.co.za](mailto:assessment@Impaq.co.za).
- A safe or lockable room/cupboard to which only the invigilator has access, must be available for the safekeeping of examination papers and answer sheets.
- Examination papers will only be made available electronically to the invigilator via *my.Impak*. Examination papers will be available a day before each respective examination, and must be downloaded and printed by the invigilator. Invigilators must confirm before the start of the examination that they know, understand and can apply the procedure and that they have received the necessary access codes for *my.Impak*.

## 2. During examination sessions

The invigilator must:

- Adhere strictly to the examination timetable provided.
- Ensure that the correct examination – according to the examination timetable – is written.
- Maintain an attendance list of each day's examination session, which must be signed by both the learner and the invigilator. The attendance list must be submitted to Impaq along with the answer sheets after each examination session.
- Confirm the identity of each learner before the start of the examination.
- Confirm that each learner reports for the correct subject and paper and that the correct paper is available.
- Ensure that learners page through the examination paper to see if all the pages are there, and printed correctly, before the start of the examination.
- Read out all instructions and any errata before the start of the examination.
- Allow learners to read through the paper 10 minutes before the examination starts. Learners will not however, be allowed to start writing or make notes during these 10 minutes.
- Supervise each session without disturbing learners.
- Ensure that each examination session starts and finishes exactly on time.
- Control all answer sheets that are submitted.
- Immediately report any irregularities or suspected irregularities to Impaq.
- **Take note:** Invigilators are not allowed to help or try to help learners in any way, and may not explain any examination questions or give answers.

## 3. Submission of answer sheets

- Confirm that learners have the necessary task cover pages available before the start of the examination session, so that it can be attached to the answer sheets immediately after the completion of the examination.
- Examination answer sheets must be stored in a separate envelope per learner for submission to Impaq by the invigilator on the prescribed submission dates (typically two submission dates per examination period).
- Invigilators must keep a record per learner of all submitted items, as well as relevant tracking information. A copy must be included in each submission to Impaq. Impaq will verify the contents on receipt.
- Answer sheets must be submitted to Impaq in person or via courier.
- A copy of each component handed in must be made and kept, as reference and proof, in case any component goes missing or does not reach Impaq.

---

### Declaration

I, \_\_\_\_\_ (legal guardian/account holder) have read and agree to the terms outlined in this document, *Studying at Impaq* and online ([www.Impaq.co.za](http://www.Impaq.co.za)).

---

Signature: Legal guardian/Account holder

---

Date

---

### Declaration

I, \_\_\_\_\_ (invigilator) have read and agree to the terms outlined in this document, *Studying at Impaq* and online ([www.Impaq.co.za](http://www.Impaq.co.za)).

---

Signature: Invigilator

---

Date