

Examination rules, regulations, requirements and restrictions



With the exception of the Grade 12 Final Examination*, Impaq supplies all examinations that must be completed during the academic year. As these examinations form an integral part of a learner's annual assessment, it should be conducted in a manner that ensures the credibility of a learner's assessment results during and at the end of his/her school education.

All examinations must be written under the supervision of an approved invigilator or at an approved examination centre according to a strict set of rules and guidelines. All invigilators must be approved and appointed by Impaq. The rules and guidelines have been compiled in line with those of the Department of Basic Education.

* The Grade 12 Final Examination is supplied by SACAI and managed by external examination centres.

A. For the invigilator

1. Criteria for appointment

The requirements for invigilators are dependent on the examination and the grade for which the learner is registered. For learners up to Grade 10, the facilitator is deemed a suitable invigilator. For the Grade 11 November examination and the Grade 12 June and Preliminary Examination, it is the responsibility of the parent/guardian to recruit and nominate an invigilator. The following parties or persons can qualify and function as invigilators if approved by Impaq:

- Impaq-registered centres and schools (Refer to the Impaq website to search for our centres)
- Qualified teachers (not direct family or the parent/guardian of a registered Grade 11 learner/12 candidate)
- Commissioners of oaths (not direct family)

To download the application form refer to the Impaq website. (Under Academics - FET Phase)

TAKE NOTE:

- The invigilator must be computer literate.
 - The invigilator must have access to a computer (not iPad/tablet) with internet connectivity and a printer.
 - Where a learner has CAT or IT, the invigilator must have the ability to write a CD/DVD and print.
 - Where a learner has Engineering Graphics and Design, the invigilator must be able to print the examination papers in A3 size.
 - 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 deadline.
 - Impaq will make examination papers available via my.Impak to approved invigilators only.
 - Impaq will only accept answer sheets that are signed and submitted by registered invigilators.
 - The invigilator must understand and be able to apply the examination procedures, rules and regulations.
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2. Services and remuneration

The fee for services rendered by the invigilator (including printing and courier costs to Impaq) must be agreed upon between the legal guardian/account holder 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.

3. Downloading and storing of examination papers

All examination papers will be made available electronically on my.Impak. In order to gain access to the examination papers, invigilators must ensure that they receive the necessary access codes for my.Impak to be able to download the examination papers. A link to register on my.Impak will be sent to the invigilator approximately one week before the start of the examination. After registration, the same login details can be used to access my.Impak.

Each respective examination paper will be made available on my.Impak a day before the examination as scheduled on the timetable. The invigilator must download and print the examination papers and must ensure that they are printed to an acceptable standard.

Each subject/paper must be packed separately, with the package label containing the following:

- Subject name
- Paper number
- Allotted time
- Date of examination
- Language of question paper

As custodian, the invigilator must ensure the safekeeping of the examination papers. For this purpose, a safe or lockable room/cupboard to which only the approved invigilator has access, must be available for the safekeeping of examination papers and answer sheets before and after the completion of the examination.

4. Preparation of the venue

The approved invigilator is fully responsible and therefore accountable for the examinations conducted at the examination centre. As part of his/her duties, the invigilator must ensure the preparation and readiness of the examination rooms, including:

- Arranging the venue in such a way that learners cannot help each other.
- Allowing only one learner per desk or table.
- Seating learners at least one metre apart.
- Removing all subject matter, such as drawings and maps, from the walls.
- Clearing chalkboards of any writing, formulae or drawings.
- Ensuring sufficient ventilation and lighting.
- Allocating permanent seats to learners for the duration of the examination if space allows.
- Clearing the room of any material and/or equipment not required for the examination.
- Ensuring 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.

5. Entering and leaving the examination centre

The invigilator must:

- Control the admission of learners to, and their exit from the venue.
 - Ensure that only learners who have registered for the examination and the invigilator/an authorised representative are present during an examination. No unauthorised persons are allowed.
 - Ensure that learners are seated at least 30 minutes before the commencement of the examination session.
 - Ensure that each examination session starts and finishes on time.
 - Allow a period of 10 minutes before the official commencement of the examination for reading of the examination paper. Learners may use this time to read through the paper, but no writing may take place during reading time.
 - Ensure that learners are admitted to the examination room after the commencement of an examination only in exceptional circumstances, but not after an hour has passed.
 - Ensure that learners do not leave the examination room during the course of the first hour of the examination session.
 - Ensure that a learner may only leave the examination room temporarily, and under supervision, in case of emergency.
 - Manage special arrangements, e.g. in the case of diabetes. Permission to leave the examination room must be arranged with the invigilator before commencement of the examination. There must be supervision of all learners at all times. The time spent outside the examination room will not be added as extra time. The examination must start and end at the prescribed time.
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6. Concessions

Invigilators must be aware of learners who have been granted a concession and may not deviate from the instructions on a concession prescribed by SACAI. Where applicable, invigilators must ensure that adequate preparation is in place to accommodate concessions (e.g. separate rooms or extra time).

TAKE NOTE:

All concessions must be approved. Upon approval, learners will receive a concession letter. Direct any queries to assessment@impaq.co.za.

7. Rules and guidelines: Before, during and after examination sessions

Before a session:

- Ensure that the correct examination – according to the time and date specified on the examination timetable – is written. Also ensure that the question paper handed out is for the correct subject, and in the correct language.
- Ensure that there is a sufficient supply of paper for learners to complete the examination. Learners may not supply their own answer sheets.
- Confirm that learners have the necessary barcoded cover pages available before the start of the session; it must be attached to the answer sheets immediately after the completion of the examination. (Learners must provide their own cover pages, but invigilators can also download and print the cover pages from my.Impak.)
- Collect all technological devices (cellphones, smartphones, tablets, laptops, etc.) before the start of the session. It must be sealed and locked away, and returned to learners when they leave the examination venue.
- Read the instructions relating to the examinations to the learners, and inform the learners that they could forfeit their results should they contravene any of the instructions.
- Instruct learners to read all the instructions on the question paper carefully, so as to ascertain whether they should answer all the questions or only a certain number of questions.
- Open the package containing the examination papers in front of the learners.
- Read out any errata before the start of the examination.
- 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
- Inform learners that eating and drinking is prohibited.

During a session:

- Remain in the examination room for the duration of the session.
- Do not answer any question posed by a learner, which may result in the explanation of an examination question, or assist a learner in any way in answering an examination question paper, or allow another person to assist any learner in any way whatsoever.
- Do not sit down, and move around the examination room constantly, without disturbing the learners. An invigilator may not knit, read, mark or do any work that will hamper him or her in the execution of his or her duties as an invigilator. Cellphones may not be used by invigilators under any circumstances.
- Do not leave the examination room, unless in exceptional circumstances and only if relieved by another approved/suitable invigilator.
- Do not read over the learner's shoulder or stand behind the learner in such a way that a learner may be disturbed or distracted.
- Do not give a copy of the examination question paper to any person other than a learner before the end of the examination.
- Do not provide learners with loose paper for rough work, make any changes in an examination paper without the prior instruction or permission of Impaq, or act in a way that will disturb learners.
- Maintain constant supervision over the learners, so as to preclude the possibility of learners availing themselves of unauthorised assistance.
- Adhere to the special examination requirements of certain subjects.

After a session:

- Collect, document and securely store the answer sheets. Learners may not gain access to the answer sheets until marking is completed and the results have been reported.
- Check that the student number is written at the top of each examination answer book, and at the top of each loose sheet of paper used by each learner during the examination.
- Control all answer sheets that are submitted and ensure that both you and the candidate has signed the barcoded cover page.
- Collect all aids that formed part of the specific subject's examination paper.
- Ensure that a learner leaves the examination room quietly, without disturbing the other learners, after handing in his/her answer sheet.
- Store each learner's answer sheet in a separate envelope. This must be submitted to Impaq by the invigilator – in person or via courier – on the prescribed dates (see 9. Submission dates). No late submissions will be accepted.
- Keep a log per learner of all submitted items, as well as relevant tracking information. A copy of the log must be included in each submission to Impaq. Impaq will verify the contents on receipt.
- Save a copy of each component handed in, as reference and proof, in case any component goes missing or does not reach Impaq.

8. Irregularities

In the event of any learner and/or invigilator contravening the rules and regulations of the examination, Impaq should be informed immediately by e-mailing FET@Impaq.co.za. An Impaq enquiry may be instituted and simultaneously, the party concerned may be suspended from any duty/examinations until an outcome has been achieved by the enquiry. The party concerned may:

- Be held accountable for any breach of the regulations and/or rules.
- Face possible deregistration.

An examination centre may also be deregistered if there is evidence that the integrity of an examination is being undermined at the centre; for example if:

- Examination papers in the care of the examination centre are compromised.
- Examination papers are repeatedly opened prior to the examination time or date.
- Internal assessment marks are fabricated.
- The invigilators allow unauthorised persons to enter the venue during the examination.
- There are other serious irregularities that warrant deregistration.
- Maladministration results in any advantage or disadvantage to learners, or affects the integrity of the examination, or impacts negatively on the ability of the examination centre to render an examination service.

9. Submission dates

DATE	EXAM
5 July 2017	GRADE 12: JUNE EXAMINATION
31 August 2017	GRADE 12: PRELIMINARY EXAMINATION: SUBMISSION OF PAPERS WRITTEN BEFORE 29 AUGUST 2017*
27 September 2017	GRADE 12: PRELIMINARY EXAMINATION: SUBMISSION OF PAPERS WRITTEN AFTER 29 AUGUST 2017*
7 November 2017	GRADE 11: NOVEMBER EXAMINATION: SUBMISSION OF PAPERS WRITTEN BEFORE 5 NOVEMBER 2017*
29 November 2017	GRADE 11: NOVEMBER EXAMINATION: SUBMISSION OF EXAMINATION PAPERS WRITTEN AFTER 5 NOVEMBER 2017*

B. For the learner

Rules and guidelines when examination papers are written

- Thoroughly read through the instructions of each paper and question. In especially the language papers there are sections where you must choose between one or more questions to answer. On the other hand, other subjects have a choice of questions that have to be answered.
- Do not answer more than the required number of questions; only the first question answered from a choice combination will be marked.
- Rule off after the completion of each question.
- Write neatly and legibly and use only one side of the answer sheet, unless stated otherwise. Also keep the margins clean for the marker to make notes in.
- All work, including rough work, must be done on the answer sheet. Remember to indicate which is rough work, otherwise the marker can mark the wrong work, which can negatively influence your results.
- Use only a blue ballpoint pen. The use of pencils is not allowed, unless stated otherwise.
- Ensure that all questions are numbered clearly and correctly. Learners must write down each question number in the middle of the page above the answer.
- Page through the examination paper to see if all the pages are there, and printed correctly, before the start of the examination.
- No explanation of examination questions may be asked or given.

2. General examination rules and guidelines

- You must print and take the correct barcoded cover page to the examination session concerned for each subject being written.
- You may not assist other learners or accept help if it is offered.
- Any questions should be directed to the invigilator.
- You may not have books, memorandums, notes, maps, photographs or any other documentation or material in your possession during the examination, unless the subject requires it, e.g. a map for the Geography map work examination paper.
- No food or drinks are allowed inside the examination room (except where necessary for diabetic learners with prior arrangements made with the invigilator).
- No correction fluid (Tipp-Ex) is allowed.
- You will not be allowed to leave the examination room within the first hour of the session, unless prior concession was granted, e.g. in the case of diabetes. Even then, there must be supervision of all learners at all times.
- You are not allowed to remove answer books from the examination venue.
- All technological devices (cellphones, smartphones, tablets, laptops, etc.) must be handed in before the start of the session. It will be sealed and locked away, and will be returned to you when leaving the examination venue.

- You are not allowed to borrow anything from other learners (e.g. rulers, pens, erasers).
- You may not cause a disturbance inside or outside the examination venue, and may not break any rules.
- No pencil cases or tins will be allowed in the examination venue, unless they are completely transparent.
- You may not tear any pages from the answer book.
- Only calculators, as approved and prescribed, may be used during the examination, except in subjects where calculators are indicated as being prohibited.
- You may not disregard the instructions of the invigilator.
- Smoking is prohibited.

C. Practical examinations

The following rules apply to Computer Applications Technology (CAT) and Information Technology (IT).

Software requirements

The Department of Basic Education or the accredited independent assessment body establishes the minimum requirements for software to be used during the practical CAT and IT examinations. The requirements may be updated from time to time according to the specifications of the Department.

The approved invigilator must ensure that computers are compliant with the practical examination guidelines and that all the required programs are installed on all computers to be used for the respective practical examination.

TAKE NOTE:

- Only approved hardware configurations and legal copies of software may be used.
- The software being used must be exactly as specified. If an examination centre/invigilator uses different versions, Impaq will not be held responsible for software problems/failure that may occur during the practical examination session. The following software is required:
- Operating system: Windows 7 and upwards (not Windows XP)
- CAT:
 - o Office 2010, 2013 or 2016 only.
 - o HTML Editor e.g. Notepad++ 6.8.8 or 6.8.9.
 - o Microsoft has ended support for IE8, IE9 and IE10. It is **COMPULSORY** to move to IE11 or to another web browser, such as Chrome or Mozilla FireFox, to ensure consistency with the HTML questions in CAT Paper 1.

- IT: Learner files will be prepared using Delphi 10. Any database files required will be prepared using MSAccess 2007 (mdb format) and upwards. The use of FireFox is recommended.

Security measures to be taken include:

- Computer certification
- Invigilation during the practical examination session
- Verification of CDs/DVDs

One day prior to the practical examination, the examination room and/or shared networks to be used during the practical examination must be off limits to all learners. Before the start of a practical session, the following must be checked to ensure it is in working condition:

- Electric cables
- Plugs
- Hardware and software
- Antivirus software

Before the start of the session, the invigilator must ensure that:

- All computers are “clean” – no programs or documents (other than those required by the practical examination), hidden files and/or examples of any kind may be stored or be accessible on the drives or the network.
- All e-mail and/or messaging systems are de-activated.
- The regional settings for each computer are correct and have been set to South Africa:
- Date and time
- Units of measurement is centimetres
- Computers are set up to save at five minute intervals for every application.

Passwords, which are familiar only to the approved invigilator, should be used as a security measure during the practical examination session.

If printing is required as part of the examination, the invigilator must ensure that:

- Printers are installed
- Printers print clearly
- Sufficient paper is available for the printers

TAKE NOTE:

No cellphones, manuals and/or electronic documents are allowed inside the practical examination room, unless otherwise specified.

Impaq recommends that an experienced CAT/IT teacher is present during all practical sessions, in case technical assistance is required. This teacher is NOT part of the invigilation team and may not work on any computer during the session, unless to provide technical assistance.