



UNIVERSITY OF JOHANNESBURG

**CIRCULAR TO ALL: HEAD OF DEPARTMENTS
ASSESSMENT OFFICERS
HEADS OF FACULTY ADMINISTRATION
EXTERNAL INVIGILATORS**

FINAL ASSESSMENT OPPORTUNITIES AS WELL AS OTHER ASSESSMENT OPPORTUNITIES (TESTS) FOR 2018

The University places a high premium on honesty during the writing of assessment opportunities. Therefore, we rely on the invigilators to implement the assessment opportunity regulations (which also apply to tests) strictly and to report any dishonesty immediately for steps to be taken according to the existing procedures.

Therefore, you are kindly, but emphatically, requested to abide strictly by your responsibilities as an invigilator in order to assist the University in counteracting any transgressions of assessment opportunity regulations.

1. The following documents are attached:

- 1.1 Tasks and responsibilities of invigilators (**ANNEXURE 1**).
- 1.2 A summary of assessment regulations (**ANNEXURE 2**).
- 1.3 A comprehensive explanation of the procedures followed in the event of transgressions (**ANNEXURE 3**).
- 1.4 Power failure/State of emergency during assessment opportunities (**ANNEXURE 4**).

It would be appreciated if you could familiarise yourself with the content of these documents. **ANNEXURE 2 contains a summary of the regulations and could be used as information to students before commencement of an assessment session.**

Please note that for security reasons, assessment venues will remain locked until just prior to an assessment opportunity. Protection Services will manage a central service point to make keys to assessment venues available to the respective invigilators 30 minutes before the commencement of an assessment opportunity and to receive the keys again after the termination of an assessment opportunity.

The Central Service Points are situated as follows:

- | | |
|-----|---|
| APB | Assessment Distribution Office A – GREEN 23 |
| APK | Assessment Distribution K05 |
| DFC | Assessment Distribution Room G 84 Maropeng Building |

The arrangements pertaining to keys to venues do not apply to assessment opportunities written in departmental venues with smaller numbers of students.

The departments making use of internal invigilators (lecturers) should provide them with a copy of this document.

Your cooperation in ensuring the success of the assessment opportunity process is appreciated.

2. Emergency Contact Details: Protection Services

2.1 What is an emergency?

An emergency is any immediate threat to life and property that requires an immediate response of the appropriate authorities (e.g. UJ's Protection Services, or fire and ambulance emergency services). Examples of emergencies include serious injury or illness, fire, or crime in progress. If you are unsure whether a situation constitutes an emergency or not, contact the Protection Services control room anyway.

2.1.1 In all cases of students needing medical attention, the help of the Protection Services should be called in immediately, the student must be calmed down, if possible the student must be removed from the venue and one invigilator must attend to the student until the medical staff arrives. If the student is removed to be taken to Campus Health, all personal items must be collected and handed over to the medical officer. The assessment paper and script must be endorsed accordingly and handed over to the Chief Invigilator / Course Coordinator. The incident must be recorded on the Venue Movement Report.

2.2 Control Rooms

APK (Auckland Park Kingsway Campus) Control room (Library Bridge Basement) Isaiah Ramakgolo (Head)	= 011 559 2555/3400 = 011 559 2630	072 048 8388
APB (Auckland Park Bunting Road Campus) Control room (Cnr of Ibis and Bunting Road) Thompson Mkanzi (Head)	= 011 559 1312/1076 = 011 559 1026	082 970 7245
DFC (Doornfontein Campus) Control room (Near Main Entrance) Thompson Mkanzi (Head)	= 011 559 6450/6085 = 011 559 6477	082 970 7245
SWC (Soweto Campus) Control room (Near Main Entrance) Wellington Ngubane (Head)	= 011 559 5555 = 011 559 5523	076 553 7615

SHELLAINE ROOI

Senior Manager: Assessment

15 October 2018

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TASKS AND RESPONSIBILITIES OF INVIGILATORS

1. Purpose:

The main purpose of invigilation is to facilitate a quiet and professional environment for students during assessment and to ensure that all rules of the University of Johannesburg pertaining to assessments are adhered to. This information is available in the regulations of the University of Johannesburg.

2. The Team:

Chief Invigilator, Head Invigilators and invigilators.

The team should be at the allocated venue at least 30 minutes before the start of the assessment.

3. Chief Invigilator

3.1 The Chief Invigilator is a permanent member of staff from an academic department in charge of assessment and final assessment opportunities. (Normally the first assessor of a module.)

3.2 The UJ Assessment Policy stipulates:

“Assessment invigilation is a normal academic duty as described in the Conditions of Service for employees of the University of Johannesburg, i.e. paragraph D7 (v) on the duties of academic employees. Academic staff members are responsible for assessment invigilation for the whole duration of a final assessment session for the subject or module assigned to them. The number of occurrences or sessions an academic staff member should invigilate per final assessment is:

Junior lecturers	- Determined by the HOD according to existing need
Senior lecturers	- at least 3 sessions
Associate professors and Professors	- at least 2 sessions
Head of Department	- at least 1 session

A sufficient number of invigilators relative to the size of the venue are a prerequisite. The ratio of invigilators to students is 1:50, with a minimum of 2 invigilators if there are both student genders, taking into account the size of the venue.

The first assessor for the module in which the assessment is being conducted acts as Chief Invigilator.”

3.3 Responsibilities of the Chief Invigilator

- Report to the Assessment Distribution Point with his / her staff card to sign and take receipt of the assessment papers
- Liaise with the departmental lecturer for any specific instructions.
- Appoint one invigilator to attend to the door to enforce access control
- Announce the assessment rules in accordance with the Policy set by the University. The module, the duration of the paper and the time on which the paper commences are announced. It is also announced that no student will be allowed to leave the venue within the first 30 minutes of the session. It is important

to make all announcements at the start of the assessment sessions and not after the official assessment has commenced. This might cause disruption during assessment.

- Announce that the students still have 15 minutes to complete their papers and to ensure that their names and student numbers are recorded on the Assessments scripts, fifteen minutes before the end of the session.
- The Chief Invigilator will remain in the assessment venue for the duration of the assessment.
- As soon as the writing time has lapsed, make the announcement that the assessment session has ended. (The invigilators will ensure that the students have stopped writing, and the students will be requested to leave the venue in an orderly fashion and to hand in their scripts.)

3.4 Optional

The Head Invigilator, normally an external appointment, is responsible for the administration in the venue. A proper headcount is done by two invigilators, while the other invigilators are collecting attendance slips.

The total number of scripts received and the number of students on the attendance slips must balance with the headcount.

1. The following documents are prepared by the Head Invigilator:
 - All documents supplied by the department
 - Venue report (in duplicate: one white copy to the department and the blue to be filed at the Assessment Office for record purposes)
 - Movement list (for purpose of payment of the invigilator)
 - Blue Toilet Register.
2. Once the students have left the venue the scripts are counted and balanced with the headcount and any discrepancies are investigated.
3. The scripts are collected by the Chief Invigilator by signing for them on the white Venue Report. The unused assessment scripts must be taken back to the faculty.
4. The Blue Venue Report, Toilet Register and the Movement list are filed at the Assessment Office.
5. The venue is locked by the Head Invigilator who ensures that the key is handed back to Protection Services.
6. The Head Invigilator supports the Chief Invigilator.

It is also important to note that prescribed assessment books are used during assessments, and that test paper is supplied for the purpose of tests.

3.5 Presentation and Conduct of Invigilators

- 3.5.1 Invigilators are representing the University of Johannesburg and thus they are expected to respect the property of employees (both academic and administrative) and students.
- 3.5.2 The invigilation team should at all times be presentable and well groomed; therefore, the dress code is smart casual.
- 3.5.3 No employee is permitted to use alcohol on the premises and to smoke in undesignated areas. Thus, smoking is prohibited during assessment sessions.
- 3.5.4 Invigilators are not allowed to eat or drink during assessment sessions in any assessment venue.
- 3.5.5 No invigilators will be allowed to read books or to engage in any cellphone activity or conversations with employees during sessions.
- 3.5.6 Except for the Head Invigilator, all cellphones must be switched off during sessions.
- 3.5.7 Invigilators should always be present in the venue during assessment.

3.6 Allocation of Invigilators

- 3.6.1 The booking and allocation of invigilators depend on the demand from the departments.
- 3.6.2 Bookings should be done by departments in writing on the official Request for External Invigilators form.
- 3.6.3 Invigilators will be informed at least 24 hours prior to the assessment. In extreme situations, invigilators can be summoned on short notice.
- 3.6.4 The ratio which was approved by Senate is one invigilator for every 50 students. (Minimum of two invigilators per venue.) The Chief Invigilator (lecturer) will be one of the invigilators, who will partake in all activities and administration duties in the venue.
- 3.6.5 Invigilators are expected to report on time. All sessions are booked 30 minutes prior to the start of the assessment and 30 minutes after the session. This time will be added to the official time of the assessment, meaning that if the paper is two hours the claim will be as follows: 30 minutes before the assessment + 2 hours for the paper + 30 minutes after the session = a claim total of 3 hours.

3.7 Responsibilities

- 3.7.1 All instructions will be in accordance with the initial booking received from the department.
- 3.7.2 In all cases, the Head Invigilator will consult with the Chief Invigilator for the final instructions. Invigilators will be informed accordingly.
- 3.7.3 The Head Invigilator, and if required, an additional invigilator will assist the Chief Invigilator (lecturer) with the transportation of books and question papers from either the department or faculty safe to the assessment venue.
- 3.7.4 It is **not** the responsibility of Head Invigilators or any invigilator to sign for assessment papers from the faculty/ department. This remains the function of the Chief Invigilator (lecturer).
- 3.7.5 Prior to the assessment, the venue should be checked for unauthorised material on top of and under tables and chairs, on boards affixed to the walls and in the toilets.
- 3.7.6 Invigilators allocated to the specific venue will be requested to assist with the administration tasks in the venue and the handing out of assessment material.
- 3.7.7 An invigilator will be appointed for access control to the venue.
- 3.7.8 It is the responsibility of the student as well as the invigilator to make sure that students enter the correct venue for the correct module.
- 3.7.9 No student will be allowed to enter the venue with any dangerous weapons, all firearms must be secured and handed in at Security.
- 3.7.10 No bags will be allowed at the entrance to the assessment venue, at the desks or in front of the venue, students should be advised to make use of the safekeeping facilities on campuses.
- 3.7.11 No electronic devices, i.e. laptops, iPads and tablets, and electronic computerised watches will be allowed in the assessment venues unless authorised by the Chief Invigilator for assessment purposes. Chief Invigilators (lecturers) may also not take laptops into the venue to do work but must give their undivided attention to invigilation.
- 3.7.12 Invigilators may not take responsibility for the safekeeping of these items and may not touch or interfere with any student's belongings.
- 3.7.13 Students must be requested to switch off all cellphones on entering the venue – cellphones should be placed facing down on the desks. If a student refuses to switch off his/her cellphone it should be treated as an irregularity and the necessary document should be completed and the case reported to the Student Disciplinary Committee. It is a transgression to use a cellphone for a calculator or to keep time.
- 3.7.14 All students are expected to be seated at least 15 minutes prior to the assessment.
- 3.7.15 Students should be seated in an orderly fashion and requested to have their student cards available and placed in the top corner of the desk.
- 3.7.16 Once all students are seated before the commencement of the assessment, the Assessment Rules must be announced.
- 3.7.17 The Head Invigilator will instruct the invigilators to hand out the assessment material.
- 3.7.18 An overall headcount will be conducted and confirmed by a second invigilator.
- 3.7.19 This information will be indicated on the Venue Report.
- 3.7.20 Students must complete the required information on the Assessment Script. This information must correspond with that on the tear-off attendance slip. The student must sign the attendance slip.

- 3.7.21 Once all attendant slips are completed, the invigilators will proceed row by row to verify the personal details with the student card.
- 3.7.22 The following forms of identification is accepted: Student card issued by the University of Johannesburg, South African identity document, passport and/or driver's license.
- 3.7.23 In cases where none of the aforementioned is available the attendance slip should be clearly endorsed "No ID". The student must be informed to produce an accepted form of identity to the relative department or faculty, within 24 hours.
- 3.7.24 It is optional for students to write their names on assessment scripts, however, the student number and identity number must at all times be indicated in such cases.
- 3.7.25 In all cases where multiscanner sheets are issued, both the name and student number of the student must be indicated.
- 3.7.26 It is the responsibility of the Head Invigilator to check the total number of attendance slips/signatures on the attendance slips.
- 3.7.27 The total number of signatures should balance with the headcount.
- 3.7.28 Whilst doing the attendance register, invigilators should not neglect students requiring assistance.
- 3.7.29 The 30-minute rule should be applied to latecomers, in these cases the time that the student arrived in the venue must be recorded on the front cover of the script and signed by the Head Invigilator. The student will not be granted extra time. (Only in exceptional cases the 30-minute rule can be overruled, please consult with the Chief Invigilator / Assessment officer.)
- 3.7.30 The invigilators should also be on the alert for students engaging in irregularities.
- 3.7.31 No student should be allowed to leave the venue to go to the bathroom on his/her own. A male student should always be accompanied by a male invigilator and the same applies to females. The student may leave the venue for a bathroom break only if the Toilet Register has been signed by both the Invigilator and student. The time back in the venue should also be indicated. It is also advisable to check the toilet facilities prior to assessment for any unauthorised material.
- 3.7.32 Students are not allowed to leave the venue within the last 15 minutes unless instructed by the Chief Invigilator.
- 3.7.33 Once the assessment has been completed and the announcement has been made to this effect, students must be requested to cross out all unused spaces on the script.
- 3.7.34 No assessment material will be taken out of the venue by any student unless authorised by the Chief Invigilator.
- 3.7.35 Assessment scripts are handed in and balanced accordingly. The total number of attendance slips and the scripts handed in must balance with the official headcount.
- 3.7.36 All information is recorded in writing on the Venue Report and all material is handed over to the Chief Invigilator against a signature. The signed Venue Report must be prepared in duplicate and the blue copy should be filed at the office of the Assessment Officer.
- 3.7.37 This document will also reflect the names of all the invigilators booked in this venue, and the full duration of the assessment. Any discrepancies will be reflected on this document.
- 3.7.38 It remains the responsibility of the Chief Invigilator who signed the Venue Movement Report, to take the answer scripts to the relevant academic.

3.8 Transgressions

The University of Johannesburg places a high premium on the integrity of students and will not tolerate dishonesty. All invigilators will comply with the Regulations as set out in the Regulations of the University of Johannesburg.

Procedures in the event of a transgression.

- 3.8.1 When a student is suspected of dishonesty, the student's behaviour must be observed. Preferably the situation must be verified by a second invigilator.
- 3.8.2 Once the suspicion is confirmed, the student must be approached in an orderly way not to disrupt / upset the other students.
- 3.8.3 All notes must be confiscated as evidence and kept under supervision of the Head Invigilator.
- 3.8.4 The time of the alleged transgression must be indicated on the script and the student must be issued with a new script and question paper to proceed with the assessment. The time of the second set of material issued must be indicated on the top of the booklet and question paper.

- 3.8.5 The student must be issued with the official Transgression Report form and be requested to write a report regarding the incident. The student may refuse to submit any report. In such cases, it should be indicated in the report of the invigilator.
- 3.8.6 No extra time is allowed to complete the assessment.
- 3.8.7 The report should contain the information of the invigilator and his/her full declaration of the incident.
- 3.8.8 This report, with the notes, must be handed to the relative Head of the Department for submission to the relevant Executive Dean. Copies of all documents must be filed at the office of the Assessment Officer.
- 3.8.9 It is the responsibility of the Head of the Department and Executive Dean to report the matter to the Student Disciplinary Committee.
- 3.8.10 No invigilator is allowed to perform any personal searches on students. In exceptional cases, the assistance of the security officers may be called in.

Invigilators who turn a blind eye to report transgressions will be subjected to being disciplined in accordance with the Disciplinary Code of the University of Johannesburg.

- 3.9 Procedures in the event of students impersonating another student.
 - 3.9.1 The matter must immediately be reported to the Chief Invigilator (Lecturer / Course Coordinator) who will determine if the student is registered for the course. Endeavours should be made to identify the identity of the impersonator. All assessment material, identity documents and any material on the desk should be confiscated and the matter must be reported to Protection Services, who will continue to investigate the matter.
 - 3.9.2 Copies of all evidence must be made and the matter should also be reported to the Student Judicial Services without delay.

SHELLAINE ROOI
Senior Manager: Assessment
15 October 2018

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SUMMARY OF TEST AND ASSESSMENT REGULATIONS FOR STUDENTS

1. You must remain in the assessment venue for at least 30 minutes after the start of the assessment opportunity.
2. You may leave the assessment venue temporarily, but only if you have obtained prior permission from the Head Invigilator. You will be escorted by an invigilator.
3. Smoking is prohibited.
4. Indicate that you require the attention of an invigilator by raising your hand.
5. After assessment papers have been distributed, please ensure that you are in possession of your own, correct assessment paper.
6. You may write only in the assessment scripts.
7. No assessment scripts or part thereof may be removed from the assessment venue.
8. Books and pocket calculators or any other instrument may be used only if indicated on the question paper and may not be shared with other students.
9. You may have documents/notes in your possession only if the invigilators provide them.
10. You may not assist anyone or attempt to obtain assistance from anyone.
11. Cellphones are to be switched off and placed face down on top of the desk next to your student card. If you touch your cellphone during an assessment session, it will be confiscated as evidence in the disciplinary steps to follow.
12. All wristwatches must be removed and placed with your cellphone.
13. If an irregularity is identified, the assessment scripts will be collected, all evidence will be confiscated and disciplinary action will follow.

Good luck with the assessment opportunity, you may start now. The time is

SHELLAINE ROOI

Senior Manager: Assessment

15 October 2018

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PROCEDURE FOR ASSESSMENT OPPORTUNITY TRANSGRESSIONS
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In addition to the provisions for assessment regulations, the following practical guidelines and procedures apply:

1. If a student acts suspiciously, it is wise to bring this to the attention of a co-invigilator and to watch the student together until the suspicion is either justified or not. Two witnesses are always better than one if the student should later plead not guilty.
2. Any item of proof, for example, crib notes and an electronic device must be collected by the invigilator (see point 4 below).
3. If a student is caught cribbing, his/her assessment script or test paper must be collected, and the time of the transgression must be entered thereon. He/she must be provided with a new assessment script/test paper. **Both sets** of student answers (also the 'flawless' version) must be submitted to the Executive Dean of the faculty concerned so that no marking can take place before the necessary disciplinary procedures/steps have been finalised.
4. As soon as possible after a student has been caught cribbing and the procedure in paragraph 3 has been followed, the invigilators must prepare a report on the events that occurred. This report should - as far as possible - include the following information:
 - Telephone number and address of the accused
 - Names and telephone numbers of other eyewitnesses
 - The accuser's reaction to the incident
 - Any other information that the invigilator believes could prove the guilt or innocence of the accused.

The invigilator's report, together with all the available original items of documentary proof - not copies thereof - must be submitted to the relevant Executive Dean.
5. The regulations pertaining to student discipline make provision for the executive deans of faculties to implement disciplinary procedures in certain cases. They may implement disciplinary procedures with regard to alleged transgressions in class tests, assignments, tasks and essays as well as undisciplined behaviour towards academic or administrative staff. The executive deans have requested that all test and assessment opportunity transgressions should first be reported to the executive deans of the faculties. The deans will implement disciplinary procedures pertaining to smaller tests, tasks and assignments. Transgressions in assessment opportunities or larger tests or cases of a serious or problematic nature will be referred to Student Judicial Services by the relevant Executive Dean for further action to be taken.
6. If a student is found not guilty after a disciplinary hearing, his/her assessment opportunity/test answers will be marked. **However, while a case is pending, answers must not be marked, and no results in the relevant subject may be made available to the student.**

The following tip should be followed while handing out assessment scripts/test paper in order to prevent transgressions:

When answer scripts/sheets of paper are handed out, only one script/sheet of test paper at a time should be given to each student, even if it is a question paper that requires a great deal of writing. The next script/sheet of paper should be handed out only when the first one has been completed. (The Student Disciplinary Committee has heard cases in

which students had removed unused scripts from the assessment venue and worked out 'spot' questions at home with a view to using them for a future assessment opportunity. The script is then hidden in a shirt/blouse and taken into the next assessment venue. The student then retrieves it unnoticed if he/she sees that the 'spot' question was accurate.)

Thank you for your cooperation.

SHELLAINE ROOI

Senior Manager: Assessment

15 October 2018

UNIVERSITY OF JOHANNESBURG
NOTICE TO ALL CHIEF INVIGILATORS

POWER FAILURE / STATE OF EMERGENCY DURING ASSESSMENT OPPORTUNITIES

1. Considerable progress has been made in providing emergency power during a power failure. In the event of a **power failure** that would result in insufficient light, making it impossible for students to continue writing an assessment opportunity, the following regulations will apply:

1.1 The Chief Invigilator requests the students to remain in their seats and to maintain silence.

1.2 Supervisors open the access doors to allow some light into the venue.

1.3 (a) The Timetable Division is contacted to reschedule the assessment. The following timetable employees may be contacted on the respective campuses for rescheduling.

Gerda Language	083 710 4067	APK
Gerda Language	083 710 4067	APB
Thapelo Ramafoko	078 101 8559	DFC
Sinethemba Zani	079 739 7294	SWC

Please convey this information, time, date and venue to the students before they disperse.

(a) A new question paper will be compiled by the responsible lecturer(s).

(b) All the assessment opportunity answer sheets, as well as the question papers, must be handed in at the doors.

(c) The venue, time and date for the rescheduled assessment opportunity will also be published on the student portal.

2. In the event of a **state of emergency**, the following will apply:

2.1 The Chief Invigilator requests the students to vacate the premises in an orderly manner and to assemble at a central point (e.g. the Auditorium) where further instructions will be issued.

2.2 All the assessment opportunity answer sheets, as well as the question papers, must be handed in at the doors.

2.3 If it is not possible to return to the venue or an alternative venue after 30 minutes, the assessment opportunity will be rescheduled as in 1.3(a) above. Points 1.3(b) and (d) will also be applicable.

SHELLAINE ROOI

Senior Manager: Assessment

15 October 2018