



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.



9 EXAMINATION PREPARATION PROCEDURE

Policy Code	D18-P2	Authorised by	Benjamin Anderson
Version	V1	Signature	
Date Approved	30/06/2018		

Date Reviewed	Version History
30/06/2018	V1

9.1 Procedure Description

This procedure document will be followed when preparing for student examinations.

Step	Description	Notes
1	Students are issued their examination schedule in advance	Students are expected to comply with the published examination timetable and sit the exam at the specified date, time and

		venue irrespective of any planned holiday or event
2	Students must ensure that all pre-requisites are adhered to and that there are no modular clashes in any of their registered examination modules	
3	The Programme Convener is to ensure that students know the venue and time of their examination	It is suggested that students arrive or sign-in (technologically mediated) 15 minutes before the start of the examination
4	Should a student arrive at the examinations venue or sign-in up 30 minutes after the start of the examination, they will not be allowed to enter the examination room or start the exam. In addition, they will be allocated a zero for the relevant exam. However, should they arrive within 30 minutes of the start of the examination, they will be allowed to participate in the exam, but they will not be allocated additional time to complete the exam.	
6	The following identification must be displayed by students on their desk or via Proctor Free: Student card; or Passport, identification document or driver's licence	Students may not take items into the examination room that could advantage them in any way

9.2 Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Design
3	Dean: Research
4	Registrar
5	Programme Co-ordinator
6	Programme Convener
7	Invigilator

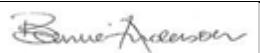
8	Assessor
9	Moderator

9.3 Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching & Learning	001	30 June 2018	



10 MANAGEMENT OF COMPLETED EXAMINATIONS PROCEDURE

Policy Code	D18-P4	Authorised by	Benjamin Anderson
Version	V2	Signature	
Date Approved	26/07/2019		

Date Reviewed	Version History
01/07/2018	V1
20/07/2019	V2

10.1 Procedure Description

This procedure document will be followed on completion of the examination.

Step	Description	Notes
1	Upon completion of an examination session, the chief invigilator puts the examination papers into a tamper proof bag and seals it. the examination scripts are batched and	

	scanned by the Programme Convener to an encrypted drive	
2	Chief invigilator returns the sealed bag to Registry.	Control sheet is updated
3	The examination papers in the sealed bag are hand delivered to the examiner together with the second secure bag	Examiner signs for the sealed bag on a form indicating the collection date, subject and quantity of examination scripts collected
4	The Assessor returns the examination scripts in the second sealed bag to Registry, and the number of marked scripts are checked against the original control sheet	
5	Registry hand over marked scripts to Programme Coordinator who will ensure that the assessor has entered and totalled all marks correctly, before it is recorded onto the Learning Management System (LMS). The Programme Convener scans the marked scripts onto the server under the relevant folder	
6	The Programme Coordinator hands over the checked marked scripts to the Programme Convener who scans them onto the server under the relevant folder	Hard copies are stored for a period of 5 years
7	Batches of exam scripts that are allocated for moderation are then sent to the Moderator together with a copy of the Assessor's marking sheets	

10.2 Stakeholders

#	Stakeholder
1	Registrar
2	Assistant Registrar
3	Programme Co-ordinator
4	Programme Convener

5	Chief Invigilator
6	Lecturer
7	Assessor
8	Moderator

10.3 Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching and Learning	001	1 July 2018	
Dean: Teaching and Learning	002	20 July 2019	



11 CONDUCTING EXAMINATION PROCEDURE

Policy Code	D18-P1	Authorised by	Benjamin Anderson
Version	V1	Signature	<i>Benjamin Anderson</i>
Date Approved	01/07/2018		

Date Reviewed	Version History
01/07/2018	V1

11.1 Procedure Description

This procedure document to follow for conducting examinations.

Step	Description	Notes
1	The attendance register needs to be signed by every student	
2	The invigilator will go through the examination instructions and explain the examination	

	procedures prior to the commencement of the examination	
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	The Invigilator to collect all the scripts from the students	
6	The Invigilator to ensure no students are 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	The Invigilator is to ensure that students who leave the examination room permanently, hand in their scripts and any other relevant documentation	
9	Students utilising technologically mediated invigilation must comply with the regulations of the 'Proctor Free' system	

11.2 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
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11.3 Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching and Learning	001	1 July 2018	



12 EXAMINATION SECURE PRINTING PROCESS PROCEDURE

Policy Code	D18- P3	Authorised by	Benjamin Anderson
Version	V1	Signature	
Date Approved	30/08/2018		

Date Reviewed	Version History
30/06/2018	V1
20/07/2019	V2

12.1 Procedure Description

This procedure document will be followed when printing examination papers.

Step	Description	Notes
1	Registry is to receive from the Design Office, the examination paper on an encrypted flash drive as well as the password, 5 days prior to the examination date	

2	Registry is informed by the relevant Programme Convener on the number of examination papers to be printed. This is according to the examination register populated by the Programme Convener.	
3	Registry prints the relevant number of examination papers two (2) days before the examination date	
4	Registry seals the examinations in a tamper proof bag and secured in the locked cabinet in the Registry Office, until the date of the examination	A control sheet is kept for examination bags
5	Registry hands over the examination papers in the tamper proof bag to the chief invigilator prior to the examination	The chief invigilator signs for two tamper proof bags: Examination papers Completed examination papers

12.2 Stakeholders

#	Stakeholder
1	Registrar
2	Assistant Registrar
3	Programme Convener
4	Chief Invigilator

12.3 Version Control

Procedure Owner	Version #	Date	Reason
Registrar	001	1 August 2018	
Registrar	002	20 July 2019	



13 ONLINE INVIGILATED ASSESSMENTS PROCEDURE

Procedure Code: D18-P5
Version: 1
Approved by: EXCO
Approval Date: 24/11/2021
Decision No.: EXCO49/2021

Date Reviewed	Version History
07/11/2021	V1

13.1 Procedure Description

This procedure document will be followed for Online Invigilated Assessments.

Step	Description	Notes
1	Online invigilated assessments are loaded onto MOODLE, the Learning Management System (LMS) by the Dean: Design.	Once the register of participants is confirmed, the Programme Convener (PCon) invites the students to the session. The Dean: Design uploads the assessment on request from the Programme Coordinator (PC). Simultaneously, personnel involved in the

		<p>delivery of the invigilated assessments are enrolled.</p> <p>Assessment set up regarding dates and duration is set up by the PC.</p>
2.	The chief invigilator oversees the syncing of the students to the online invigilation platform and confirms attendance against the participant register.	The online invigilation platform is an independent third-party system, and as such, students enrolled on the LMS invigilated assessment page, must be linked to the external platform for the invigilation to take place.
3.	In preparation for the invigilated assessment, students are required to authenticate themselves via the online invigilated portal in order to commence the invigilated assessment.	<p>The system provides a password allowing authorised students access to the invigilated assessment.</p> <p>The system is accessed via a web portal using SSL (Certificates for encrypted Security).</p>
4.	Students write their invigilated assessments on the LMS.	<p>Every student is required to have a computer with a standard camera, microphone, and an internet connection.</p> <p>While the assessment is live, the PC monitors any support queries on a Teams session.</p> <p>The invigilated system authenticates the student using facial recognition and maintains continuous identity verification throughout the examination.</p>
5.	Once the maximum duration of the invigilated assessment is reached, the assessment closes. All responses are automatically submitted.	

6.	The chief invigilator views the Proctorfree audit portal for any discrepancies on the invigilated assessments	Any discrepancies identified will be forwarded to the Registrar's office for investigation.
7.	The chief invigilator then informs the PCon that the assessments are ready for marking. After the assessor has completed the marking process online the moderator is given access.	The lecturer is required to capture the students' results on the LMS. The lecturer also needs to provide feedback on the students' assessments on the LMS. The moderator receives a request from the PCon to moderate specified assessments online.
8.	The assessment policy and procedures must be referred to, inter alia, re-submissions and non-submissions.	

13.2 Stakeholders

#	Stakeholder
1	Registrar
2	Assistant Registrar
3	Programme Coordinator
4	Programme Convener
5	Invigilator
6	Lecturer
7	Assessor
8	Moderator