

Student Number

Invigilator – Personal details

Surname

Initials

First name

Mr/Ms/Mrs/Miss/Other

Relationship to student

Employer

Position

Telephone (home)

Telephone (work)

Cell phone

Fax

E-mail address

Identity number or passport number

Physical address of invigilator for courier delivery

Town/City

Post code

Country

Physical address where exam will be written

Town/City

Post code

Country

DECLARATION BY INVIGILATOR: I declare that the above details are correct, that I can be contacted, and that I am aware of the examination/control test regulations stated on this form. I am prepared to act as an invigilator and will conduct the examination/control test strictly in accordance with the prescribed rules. *I also declare that I am aware that I will be the invigilator for all examination/control test sessions during 2017.*

Signature of invigilator

D | D | M | M | Y | Y | Y | Y

Date

DECLARATION BY STUDENT/LEARNER: I declare that I have read and accept the examination/control test regulations governing private invigilation as stated on this form.

Signature of student/learner

D | D | M | M | Y | Y | Y | Y

Date

Examination/control test regulations governing private invigilation:

This application must be accompanied by a letter from the school (signed by the principal) where the private invigilation will take place, and an official affidavit, signed by the student/learner and a Commissioner of Oaths (such as a police officer), stating the reason(s) for the application. Permission for private invigilation is granted only in highly exceptional cases, such as imprisonment, or in the case of learners residing more than 150 km from the closest College exam venue.

Private invigilation applications will not be considered unless all details are supplied legibly, and both the proposed invigilator and the student have signed this application form.

The private invigilator proposed may *not* be a relative, friend or immediate supervisor of the student. Private invigilation must be held at a school/venue where an educator will be conducting the invigilation.

The College has the right to accept or not to accept the proposed invigilator and/or examination centre /venue to ask the student to propose another person.

The student is required to pay the standard examination entry fee of R650 per subject. Fees for private invigilation are R270 for South African destinations and R750 for neighbouring countries. For overseas destinations, fees are available upon request. Fees are subject to change without notice.

Learners completing Grade 12 have to write their mock and final examinations in South Africa.

The student/learner is responsible for any invigilation, venue hire, courier or other fees that may be payable to the invigilator, venue, courier or other entity.

A student who has not received his or her examination/control test confirmation letter, giving written approval for private invigilation, must phone the College two weeks before the examination/control test session to confirm that private invigilation has been approved.

Following approval, the College will courier the examination material directly to the school's physical address prior to the examination/control test session. Examination material will *not* be posted or faxed. The examination paper will be in a sealed envelope, and it will be delivered to the school's address only.

The student/learner must write the examination on the date and at the time specified in the College's examination/control test timetable. The student may *not* write examinations/control tests at any time other than that stipulated by the College.

Invigilators are *not* to open the sealed examination papers and are required to keep them locked away.

The seal must be broken *ten minutes* before the starting time of the examination/control test in the presence of the student/learner, and the question paper then handed to the student/learner.

The student/learner may proceed to read the paper, but may not commence writing before the official starting time.

The student/learner may *not* have any study material or notes in their possession during the examination/control test, unless otherwise stated in the examination/control test confirmation Letter and on the question paper.

Cell phones are *not* allowed in the examination room.

The invigilator must accompany a student/learner wishing to leave the examination room during the examination/control test.

The invigilator is required to read and uphold the Examination/Control Test Rules supplied by the College and is to furnish the College with a detailed Irregularity Report where any irregularity or deviation from standard practice occurs.

Once answer books have been handed in to the invigilator, the student must *not* be given further access to them.

The invigilator must forward, **by COURIER only**, the student's answer books (together with the completed 'Confirmation of Invigilation' forms, which will accompany the examination/control test papers) to the College. The student is liable for the cost of courierscripts back to the College.

Examination/control test scripts must reach our Head Office Examinations Department (1 Boundary Road, Century City, Cape Town, 7441, South Africa) within five days of the examination/control test date to qualify for marking.



The College will not be held responsible for failure to write or for difficulties encountered when undertaking private invigilation.

DECLARATION BY INVIGILATOR: I declare that I have read, and that I understand and will abide by the above rules governing private invigilation.

Signature of invigilator

⌋ D | D | M | M | Y | Y | Y | Y ⌋

Date