



Through the office of the Director

APPOINTMENT AS INVIGILATOR

Appointee Name: _____

CAMPUS: _____

Persal No: _____

APPOINTMENT: Invigilator

In terms of the WCCN No 28 Invigilation Policy and in accordance with the authority vested in me I, [Registrar Academia hereby appoint you _____ as an Invigilator for/of the Campus].

Your duties and responsibilities are as follows:

- Acquaint yourself with the WCCN No 28 Invigilation and WCCN No 15 Academic Rules and Regulations and WCCN No 6 Assessment policies.
- Assist lecturers with invigilation during assessments.
- Promptly report any signs of students attempting to cheat in the exams.
- Accompany students to the bathroom during a bathroom break.
- Accompany lecturers when fetching scripts from the safe prior to assessments.
- Read instructions to students prior to the assessment.
- Deal with any queries from the students without aiding them in answering the exam questions
- Report any errors in the exam paper e.g. misprints, to the lecturer
- Distribute and collect assessment material to and from students.
- Ensure that all attendance slips are completed and collected.
- Tally the amount of attendance slips with the amount of assessment material collected from students.
- Time keeping during the assessment.
- Ensure no students are making notes during the reading time
- Keep examination scripts safe and secure until it is handed to the responsible subject lecturer

Your appointment valid from 1 November 2024 until 31 October 2029 for a duration of 5-years

Person to report to *Your Head of Campus*

DR. T M Bock
Registrar Academia

Signed _____
Date: _____

