

Exam Writing Procedures

How to access Gr 12 Preliminary and Gr 10 & 11 Final Exam papers:

- Exam papers AND the passwords to access the exam papers, will be sent via email one day prior to the paper being written.

How to access all other Exam papers:

- Exam papers will be available on the Auxilio website, and the passwords to access the exam papers will be sent via email one day prior to the paper being written.

General:

- The exam time table will be available on the Auxilio website a month prior to the exam.
- Learners must inform Auxilio well in advance as to where they will be writing their June, Year-end (Gr 10 & 11), and Preliminary exam (Gr 12), it may either be at a Commissioner of Oath, an Assessment Centre or a School. They MAY NOT write these exams at home.
- The invigilation fee charged for the abovementioned exams, is an arrangement between the invigilator/assessment centre and the learner/parent.
- A Declaration of confidentiality must be completed by each invigilator and emailed to Auxilio prior to the exam.
- The attached Invigilation report must be completed after each session and emailed to Auxilio.
- An attendance register must be kept for each exam.
- The examination papers must be handled by the least number of people possible. All individuals handling the papers must sign the confidentiality agreement.
- The examination papers must be stored in a safe, until the commencement of the examination session.

Errors on question papers:

- If candidates report, what appears to them as an error on the question paper, it should be reported to Auxilio by the Chief Invigilator on the daily report.
- Candidates should be instructed beforehand to always answer all questions to the best of their ability (not to leave it out) and to follow the instructions on the question paper.
- If there is indeed an error on the question paper, the matter will be discussed during the memorandum discussion with other teachers/tutors/assessors, and handled accordingly.

The examination session:

- All papers must be written on the dates, and at the times indicated on the time table.
- All examinations must take place under controlled examination conditions.
- An invigilator:
 - May not be a direct relative of any of the candidates writing under his/her supervision,
 - Must be at least 21 years of age,
 - Must have signed an agreement with the Assessment Centre,
 - Must complete a report after each examination session, and
 - May not be the teacher or tutor of the subject being written.
- SACAI/Auxilio reserves the right to conduct spot checks at any time at any institution.

Absenteeism during Exams

- Should a learner be absent during an exam, a doctor's certificate must be produced.
- This learner will get his/her year mark for this exam.
- Should a Gr 12 learner fail to produce a doctor's letter, a 999 will be given to the learner and he/she will have to re-do the subject the following year.
- Should a Gr 10/11 learner fail to produce a doctor's letter, the learner will receive a zero mark for that exam.

The Invigilator must complete the following:

- SACAI - Declaration of Confidentiality for Gr 10 & 11 Year End and Gr 12 Preliminary Exam, set by SACAI, **AND**
- Auxilio – Declaration of Confidentiality for Gr 10-12 June Exam, Gr 12 Preliminary Exam, and Gr 10-11 Year End Exam set by Auxilio.
- Invigilation Report after each session.

