



EXAMINATION REGULATIONS

Triumphant College



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2022

EXAMINATION GUIDELINES FOR CHIEF AND INVIGILATORS

1. INTRODUCTION

- 1.1. **The Registrar and Quality Assurance Officer** organise and manage the examinations. Students with disabilities and requiring any special needs should notify the Quality Assurance Office in advance before the scheduled date of the examination. However, documentary evidence of their disability and needs must be provided wherever practicable.
- 1.2. **Chief Invigilator's** have overall responsibility for the examination venue and will direct the invigilators in carrying out their duties. Thus, the Chief Invigilator will be appointed for each examination to ensure that proper provisions have been made for conduct of examinations and that the examinations are conducted in accordance with the rules and regulations of Triumphant College. These guidelines provide chief invigilator and invigilators with details of examination regulations for Triumphant College examinations.
- 1.3. **Invigilators** are responsible for the monitoring of the exam session. This responsibility includes the security of the exam materials in their possession during the exam session and the prompt return of all materials to the Chief Invigilator and Safety and Security Officer. Be aware that the morning and afternoon examination sessions last for 3 hours.

2. INVIGILATOR REQUIREMENTS

- 2.1. Be fluent in the language that the exam is conducted in/the language spoken by the exam candidates.
- 2.2. Be at least 18 years and above
- 2.3. Computer literacy in Microsoft Office Programmes (Excel, Word, Outlook, PowerPoint)
- 2.4. Not have a physical/mental condition, such as visual, hearing, or speech impairments that could affect the supervision task.
- 2.5. Never have been convicted of a crime.

3. CATEGORY OF INVIGILATORS

- 3.1. Temporary: validity as needed by Triumphant College.

4. CHIEF INVIGILATORS RESPONSIBILITIES

- 4.1. Arrive at the **main examination venue 1 hour** before the start of each session.
- 4.2. Ensure that **invigilators sign the attendance register on arrival and exiting** times on the examination venue.
- 4.3. Organise the **setup of the examination venue prior to the admission** of students, and placing answer books and other materials stated on the examination question paper.
- 4.4. Conduct of the examination, from the admission of the students to the examination venue until the **answer books and attendance slips are collected** by invigilators and returned to the Safety and Security Officer for safe keeping.
- 4.5. Motivate the invigilators on a regular basis and **action on the challenges encountered** to ensure effective administration of the examination.
- 4.6. Ensure that all **unused answer books and used question papers** are collected by the invigilators in each venue at the end of the examination and returned to the Safety and Security Officer.
- 4.7. **Not to take students mobile phones or any other items** of value and keep it in his/her possession.
- 4.8. Start the **examination promptly**, making **ALL announcements** noting the examination **start time** on the whiteboard and **ending the examination** at the exact time.
- 4.9. Ensure that the invigilators verify the identity of students (i.e. personalised timetable, valid student card and clearance card) before entering the examination venue.
- 4.10. Ensure that the **students' attendance slips are completed correctly** before leaving the examination venue.
- 4.11. Ensure that **students do not** have any **unauthorised materials** in their possession.
- 4.12. Keep a **record of any incidents** that may arise and need to be taken into consideration by the Department of Quality Assurance Unit.

- 4.13. Ensure that both the **incident report and disclaimer forms** are completed by an **invigilator** after every **exam session** when there is an **incident**.
- 4.14. Organise the **collection of completed answer books** from the students, making sure that the number of answer books collected matches the number of students recorded on the attendance slips.
- 4.15. Chief Invigilator ensures that **ALL examination regulations are followed** and that students are kept under constant monitoring by the invigilators.
- 4.16. The Chief Invigilator must **manage any problems that arise calmly and effectively**, including deciding when emergency procedures for evacuation should be initiated.
- 4.17. Contact the Department of Quality Assurance Unit in cases of suspected regulation breaches.
- 4.18. Be aware of the location of all fire exits for each examination venue.
- 4.19. Perform such other duties as assigned by the Quality Assurance Officer and the Registrar from time to time.

5. INVIGILATOR RESPONSIBILITIES

- 5.1. Arrive at the main examination **venue 1 hour** before the start of each examination session.
- 5.2. Confirming the accurate identity of candidates (i.e. personalised timetable, valid student card and clearance card).
- 5.3. Ensure that **students do not** have any **unauthorised materials** in their possession during the examination.
- 5.4. **Not to take students' mobile phones** or any other items of value and keep it in your possession.
- 5.5. An invigilator must check that his/her mobile is **switched off** for the **duration of invigilation** (a ringing phone is a breach of the examination rules and regulations) and the necessary action will be taken against an invigilator.
- 5.6. Assist the Chief Invigilator in the setting up of the venue, undertaking all tasks that are allocated to an invigilator during each examination session.
- 5.7. Ensure that **strict silence** is being **observed at all times** in the examination room/hall.
 - 5.7.1. Inform candidates in **advance** that should he/she need the attention of the invigilator they can do so by **raising** their hand.
- 5.8. Make sure clocks are showing the correct time and if there is more than one clock, they are synchronised.
- 5.9. Make sure that the room is of a **comfortable temperature** and **adequate lighting** is provided. It may be necessary to draw curtains and open windows.
- 5.10. **Distributing** (i.e. answer books, question papers, graph and A3 papers) to candidates and ensuring the overall security of all exam materials.
- 5.11. **Monitoring** the exam session by **moving unobtrusively** around the room/hall.
- 5.12. **Reporting** immediately any **breach of exam rules and regulations**, no matter how small to the Chief Invigilator.
- 5.13. Complete the **incident report** after every **exam session** when there is an **incident**.
- 5.14. **Collecting** (i.e. answer books and completed attendance slips) and returned to the Chief Invigilator and Safety and Security Officer at the end of the examination.
- 5.15. Check if the **particulars** of a student on the **answer book and attendance slips** are **matching** before they leave the venue.
- 5.16. Ensure that all **question papers** are **not taken out** of the exams room/hall. **ALL** exam materials must be handed to the invigilator.
- 5.17. Accompany any student who leaves the examination room/hall for **personal reasons**.
- 5.18. Be aware of any conditions that may interfere with a student's concentration, and if possible take steps to remedy any distractions that are within the control of the invigilator.
- 5.19. Be aware of the location of all fire exits for each examination venue.
- 5.20. Carry out any other official duties assigned by the Quality Assurance Officer, Registrar and Chief Invigilator from time to time.

BE AWARE THAT THERE MAY BE SEVERAL EXAMINATIONS OF DIFFERENT SUBJECTS TAKING PLACE IN THE SAME ROOM/HALL.

6. DRESS CODE

- 6.1. It is significant that invigilators wear comfortable shoes with soles that will not make a noise when walking up and down the examination rooms. Smart casual wear is appropriate but not shorts or denim.

EXAMINATIONS RULES AND REGULATIONS FOR CANDIDATES

1. TIMETABLE

- 1.1 The Candidates must note carefully the dates, times and venues for their Examinations as given in the Personalised Timetable. (Students are to follow the personalized timetable only.) The Candidates should be punctual. The Examinations will not wait for late comers.
- 1.2 For every examination session students should have their personalised timetable, valid student card and clearance card. (Anyone without any of the above mentioned will not be allowed in the exam).
- 1.3. It is the Candidates' responsibility to check the Timetable themselves and to ensure that they know the correct set, time and Venue of each Examination.
- 1.4 The misreading of a Timetable is not an acceptable excuse for missing an Examination.
- 1.5 Any queries on the Timetable should be directed, in the first instance, to the Examinations Office.

2. EXAMINATION VENUES

- 2.1. The examination venues will all be at the Khomasdal Admin Block, New Lecture B and students will be seated according to the Covid 19 regulations. It is therefore important that you are at the exam venue at least 30 minutes before the exam starts.
- 2.2. Emergencies: If the emergency alarm sounds continuously, stop the examination, making a note of the time of the interruption and how long it lasts. A Chief Invigilator will decide whether the examination room should be evacuated.

3. ENTRY TO EXAMINATION VENUES

- 3.1 The Candidates should arrive outside the Examination Venue in good time before the start of the Examination. Normally, the Candidates will be allowed to enter the examination Venue about 10 – 15 minutes before the start of the Examination.
- 3.2 The Candidates should know their Course Codes.
- 3.3 Each Candidate must bring with him and show to the Invigilators, when requested to do so, his/her Student Identification/Registration Card, clearance card and personalized timetable. The Candidates who are unable to identify themselves and their purpose to the satisfaction of the Invigilators may be barred from the Examination.
- 3.4 On entering the Examination Venue, the Candidates must find their desks and be seated as quickly as possible and await further instructions from the Chief Invigilator. They should not move from their original seats. Once they have entered the Examination Venue they are not allowed to talk and cannot leave the Venue without the permission of the Chief Invigilator.
- 3.6 A Candidate will not normally be admitted into the Examination Venue after the start of an Examination and such lateness may disqualify him altogether. Any Candidate who arrives late must explain the reasons for his lateness to the Chief Invigilator and may start the Examination only with the approval of the Chief Invigilator. There will be no extra time awarded to anyone who comes late to the examination.

4. EXAMINATION MATERIALS

- 4.1 Answer Books, Graph Paper, Mathematical Tables and essential reference material will be provided. They should not be removed from the Examination Venue.
- 4.2 The Candidates must bring their own pens, pencils, rulers, rubbers, calculators and any other material or equipment specified as special requirements for particular Examinations. The Candidates must not use red ink or tipex (correction fluid).
- 4.3 The candidates should not bring into the examination venue or have in their possession the following:
- a. Bags (satchels)
 - b. Handbags
 - c. Unauthorised apparatus
 - d. Books or notes of any nature
 - e. Electronic means of communication or devices
 - f. Cellular phone watches (smart watches) or cellular phones, may not be used as substitute for calculators.

The Candidates who leave their personal possessions in the vicinity of the Venue do so at their own risk.

Mere possession of any of the aforementioned, irrespective of whether the candidate acted intentionally or negligently is regarded as a serious transgression of the rules and subsequently as a serious academic misconduct. It is the responsibility of the candidate to verify, prior to commencement of an examination that none of the aforementioned items are in his or her possession.

- 4.4 Authorised materials will be allowed subject to scrutiny by the Invigilators.
- 4.5 In Practical Examinations, on entering the Laboratory, the Candidates must hand to the Invigilator their Laboratory Notebooks which will be retained for inspection by the Examiners.

5. CONDUCT OF EXAMINATIONS

- 5.1 Invigilators: The Invigilators will be responsible to the Registrar (Academic) for the conduct of the Examinations and the Candidates must obey the instructions from the Invigilators.

- 5.2 Attendance Slips: At each Examination, each Candidate should fill in and sign the Attendance Slip at the back of the answer booklet and place it on the desk. These Slips will be collected by the Invigilator.
- 5.3 Identification Cards: The Candidates should place their Student Identification Cards, timetable and clearance card on their desk for checking by an Invigilator.
- 5.4 Answer Books: The Candidates must print their details on their Answer Books as stipulated and comply with the instructions given by the Chief Invigilator at the beginning of the exam. All rough work paper will be provided by the invigilator.
- 5.6 During the instruction time of an Examination the Candidates should not start making notes or start writing.
- 5.7 Candidates are not allowed to write on the desks of the examination room/hall or on their bodies.
- 5.8 The attention of the Invigilator during the Examination should be attracted by the raising of a hand but remaining seated.
- 5.9 The Candidates should not wear hats or cowls.
- 5.10 Smoking is not permitted in the Examination Venue.
- 5.11 Cellphones are not permitted in the Examination Venue.
 - 5.11.1. If a candidate is found in possession of mobile phones and any other electronic devices during the examination they will be deemed to be in breach of the regulations and necessary action will be taken by the invigilator.
- 5.12 The Candidates should not borrow or lend or swop any unauthorized equipment or materials during the Examination.
- 5.13 Silence should be observed from when the Candidates enter the Examination Venue and throughout the Examination. Whilst in the Examination Venue, the Candidates should not communicate with each other in any way.

- 5.14 Leaving the Examination Venue: Any Candidate who wishes to leave the Venue may do so only with the permission of the Invigilator. Any Candidate who leaves the Examination Venue without permission may not be allowed to re-enter the Venue and may be disqualified from the Examination.
- 5.15 Misconduct: If any Candidate is found using unauthorized equipment or material or intending to use unauthorized equipment or material or, attempting to obtain information from other Candidates or their Papers or to give information to other Candidates or to give any help or receive any help from other Candidates, or to be otherwise guilty of misconduct during the Examination, he may be liable to disciplinary action by the College Academic Board.
- 5.16 No Candidate may finally leave his desk until he has signed the Clearance Form and the Invigilator has collected his Answer Book.

6. FAILURE TO ATTEND AN EXAMINATION

- 6.1 Any Candidate who fails to attend an Examination must notify the Examinations Office without delay and confirm the absence with explanations in writing.
- 6.2 In the event of illness, should the candidate feel unable to continue with the examination, the student should remain seated and raise their hand to attract the attention of an invigilator. If a candidate is caught pretending to be sick in order not to write the examination, will be considered to have breached the examination rules and regulations and the necessary action will be taken against such a candidate.
 - 6.2.1 When the absence is due to illness, a certificate from a Medical Practitioner, registered in terms of the Health Professions Act, may be submitted to the Registrar with the student's written report within eight (8) days of the Examination missed.

7. COVID-19 REGULATIONS

- 7.1 All students are expected to adhere to the current national covid-19 regulations during the examination session, anyone who will not abide to these regulations will not be allowed into the examination venue.
- 7.2 Students should sanitise their hands before entering into the examination hall/room.
- 7.3 Please ensure you bring your own examination resources, it is strictly not allowed to share any equipment during the examination process.

8. **GENERAL**

- 8.1 The formal College Examinations are compulsory and performance in these Examinations, together with performance during the year, will determine the Candidates' Results.
- 8.2 Any Candidate who feels his Examination performance may be adversely affected by sickness or personal or other problems during the year and who wishes these circumstances to be drawn to the attention of the Examiners must report these to the respective Principal or the Registrar before the Examinations and the Examiners' Meetings are held.
- 8.3 The Candidates are advised to write clearly. Illegibility will detract from their answers and, conversely, neat answers will assist the Examiners and be to the Candidate's credit.
- 8.4 The Results will be published after the decisions on the recommendation of the Examiners have been finalised by the Academic Board. The Results will be released on the Triumphant College Management System if you cleared from the finance department. Due communication will be done once the results are released.

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INVIGILATOR'S INCIDENT REPORT FORM

NOVEMBER FINAL EXAMINATION SEMESTER 2 | 2022

This form must be completed by an **invigilator** after every **exam session** when there is an **incident**. Triumphant College **has zero tolerance** on academic dishonesty. This **report** is to be **submitted** to the Quality Assurance Office.

Subject code: (e.g. ACP1)	
Subject name:	
NQF Level (e.g. Certificate Level 4., Diploma Level 5., Diploma Level 6., Bachelor Level 7., Honours Level 8., PGDPM Level 8., PGDME Level 8., PGDSE Level 8:	
Number of special needs students:	
Exam date:	
Venue:	
Starting time of examination:	
Clock available: YES/NO	

Student name and surname:	
Student number (verify from student card):	
Student contact details:	
Contact information for witness:	

Details of incident: Indicate the type of incident (<i>please cross in an appropriate block</i>)	
a. cell phone possession (in use)	
b. cheat sheets	
c. disruption/interruption	
d. communicating with other students (interpreted as evidence of cheating) must be supported with factual evidence	
e. other specify	



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DISCLAIMER

I, **student number**.....,
hereby state that I understand the College's examination regulations and agree to comply with them. I do not have in my possession this **day**.....**month**.....**year**.....a student card, ID and examination timetable. However, I am eligible to write this examination and **should the College discover** that I **did not fulfil** all the **requirements**, I will receive a zero mark and face a disciplinary action.

INFORMATION PROVIDED BY A STUDENT MUST BE VERIFIED ON TCMS AND WITH OTHER RELEVANT OFFICES

submit a completed disclaimer to Quality Assurance Office for verification purpose

Contact Quality Assurance Office @ 0614333818