



EXAM SCRIPT VIEWING POLICY

1. A student may apply to view an Exam Answer Book (Script Viewing Application) only after they have applied for and received the outcome for an Exam Result Appeal or Exam Assessment Feedback Report.
2. On approval of such a Script Viewing Application, the student may view the exam answer book, with the following provisos:-
 - i. The exam answer book will be viewed in the presence of an IMM Graduate School (GS) staff member
 - ii. The exam answer book may not be removed from the venue
 - iii. The exam answer book may not be copied and no photos may be taken
 - iv. No notes/writing may be added to the answer book
 - v. No other documents, paper or pens are allowed inside the viewing room and no notes may be made
 - vi. In order to ensure confidentiality, a third person may not be present
 - vii. A maximum of 60 minutes viewing time will be allowed for each module
3. The purpose of the script viewing is to allow the student to confirm the following:-
 - i. The exam answer book provided is his/her exam answer book
 - ii. The exam answer book is intact; (Answer book may be a scanned copy of written pages, if viewed outside of JHB)
 - iii. The exam answer book has been marked in full;
 - iv. The marks have correctly been totalled and;
 - v. The mark awarded for the exam answer book, together with the assignment (where applicable) was correctly calculated to form the mark appearing on the semester result statement.
4. In the event that the student has found any of the points under point 3 to be problematic, the student will be able to submit a statement to this regard. The *Exam Answer Book Concern Form* will be made available to the student on request.

The IMM GS representative will make a photocopy of the *Exam Answer Book Concern Form* and stamp and date it, and hand this copy to the student for reference purposes. This statement will be handed to the relevant Academic HOD. The IMM GS will respond via sms within 10 (ten) business days regarding the following:-

- i. Whether the IMM GS is in agreement with the concern raised or not;
 - ii. If the IMM GS is in agreement, then the IMM GS will report on the outcome within 10 (ten) business days.
5. The following forms are available on the IMM Graduate School web site at www.immgsm.ac.za :
 - i. Examination Result Appeal
 - ii. Examination Assessment Feedback Report
 - iii. Script Viewing