



PRIVATE INVIGILATION INFORMATION

Private Invigilation

Definition

The IMM Graduate School has a Private Invigilation option available to both local and international students who reside outside of a 150km radius of an existing IMM Graduate School examination venue. The aim is to encourage all our students to progress and complete their designated Academic Programme.

This option allows students to provide the IMM Graduate School with the details of a Private Invigilator who will invigilate the exams that the student has to write. Once the Private Invigilator has been approved by the IMM Graduate School then this person will be contacted and informed of the procedure so that the student can complete his/her exams in a Private Invigilation setting.

Costs

Undergoing Private Invigilation requires the student to incur the costs of a Private Invigilation Administration Fee which is payable to the IMM Graduate School every semester. Normal IMM Graduate School fees will be applicable for student registration/renewal and exam registration. Please see the latest Fee Structure for fees payable.

Any costs to be paid to the Private Invigilator and/or for the use of the examination venue, is for the student's account.

Private Invigilator and Examinations

The following qualifying criteria apply to a Private Invigilator as well as the requirement of an examination venue:

- A Private Invigilator will be a responsible person who undertakes to receive and return the examination material to the IMM Graduate School and invigilate the student during the examination session, as per the IMM Graduate School examination time-table.
- The Private Invigilator should work within an educational environment, i.e. a Lecturer, Teacher or Principal.
- The examination venue should be an educational institution, i.e. a College or University.

Appointment of a Private Invigilator

The IMM Graduate School will require a confirmation letter from the Invigilator's superior, acknowledging his/her function. A Private Invigilation Questionnaire will be forwarded to the Private Invigilator and this must be returned to the IMM Graduate School together with a CV/Resume, stating whether the invigilator has experience in invigilating a student. Once the IMM Graduate School approves the Private Invigilator, a confirmation email is forwarded to the invigilator, for information and procedure purposes. The Private Invigilator signs all documents, as confirmation of agreeing to the Rules and Regulations and Procedures, and returns this to the IMM Graduate School Examinations Co-ordinator.

The documentation stated below must reach the Private Invigilation Co-ordinator at the IMM Graduate School National Office (pi@immgsm.ac.za) not later than the closing date for registrations as stated on the Calendar of Events' as found on the IMM Graduate School website (www.immgsm.ac.za):

1. Private Invigilation Application
2. Invigilator's CV/Resume
3. Private Invigilation Questionnaire
4. Private Invigilation Fee (See Fee Structure)

Please take note of the following requirements and information:

1. The student should write the exam/s at the same time as students in South Africa. The private invigilator co-ordinator will provide the student and invigilator with an examination timetable with set times suited for the specific country.
2. The IMM Graduate School should be able to contact the invigilator at all times via phone and email. It is therefore imperative that the invigilator has access to his/hers own private email, Internet, a printer and a scanner. The invigilator must be available on a mobile number during the exam session should there be a need for any question paper info to be texted.
3. The private invigilator will be provided with a **confidential** username and password to access the examination material on an IMM Graduate School website.
4. The Private Invigilator Co-ordinator will provide the invigilator with a secure Internet link, username and password, which may not be shared with anyone.

Critical instructions regarding the secure website:

- a. The invigilator must as soon as possible after receiving the secure username and password, download and print the *Invigilator Declaration*. This form must be completed, scanned and uploaded on the secure website. This also serves as a test run to ensure that the examination proceedings will run smoothly.
 - b. The *Private Invigilator Handbook* contains the Examination Rules, Regulations and Processes.
 - c. The *Examination Answer Book* must be printed – the student will need this for the examination.
 - d. The *Examination Question Paper* will be made available not more than 30 minutes before the starting time of the examination.
 - e. The Private Invigilator must within 30 minutes after the examination time has expired, scan the student's answer book (preferably in pdf) and upload the document on the website, from where the question paper was downloaded.
5. The Private Invigilator will invigilate the entire examination session as agreed with the student and the IMM Graduate School. The student must make immediate contact with the IMM Graduate School's Private Invigilator Co-ordinator should the approved Private Invigilator not be available. The username and password provided to the initial invigilator may not be 'transferred' to any other person. Only the approved Private Invigilator may invigilate during the examination.

The *Private Invigilation Application Form* is available on the IMM Graduate School website under the heading 'Downloads'.

The student is required to keep the IMM Graduate School constantly updated of any changes in address, module choice, invigilator or any other relevant information.

All queries may be directed to pi@immgs.ac.za or to 0861 IMM 467 (+27 11 628 2000)

Private Invigilation Student Renewal and Exam Entry – This facility is only available to IMM Graduate School students who have an IMM Graduate School student number. Private Invigilation Applications must be renewed every semester by completing all the required documentation.