

THE INTERNATIONAL SCHOOL OF SOUTH AFRICA

EXAMINATION INSTRUCTIONS FOR STUDENTS

NOVEMBER 2019 EXAMINATIONS

STUDENTS ARE TO BE AT THE EXAMINATION VENUE 10 (TEN) MINUTES BEFORE START

- 1 The teachers in charge will register you at the beginning of each session. You must ensure
- 2 Should a student arrive late for an exam, no additional time may be given.
- 3 During the exam sessions, total silence is to be observed.
- 4 Session 1 runs from 07:30 to 10:00 hours. Session 2 runs from 10:30 to 13.00 hours.
- 5 All exams for session 1 will start to finish at 10:00 hours. The exams for session 2 will start
- 6 Toilet visits are to be kept to a minimum. Students are encouraged to do this during break
- 7 All cell phones, smart eyewear and watches must be handed to the invigilators at the start
- 8 Students will not be allowed to borrow calculators and other stationery during the exams ar
- 9 No musical instruments of any kind should be brought to the exam room. Please leave the
- 10 All question papers must be handed in at the end of an exam.
- 11 Students must maintain complete silence until all exam papers have been collected and th
- 12 Should a student be found to be cheating or be suspected of cheating the invigilator must v
- 13 No materials that are not relevant to an examination may be kept on the student's desk wh
- 14 Students are not allowed to have pencil cases with them while writing, they may use see-th

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EXAMINATION INVIGILATION PROCESS

- 1 The subject teacher who set the exam is responsible for ensuring that all the relevant mate
- 2 The teacher listed first on the invigilation schedule is responsible for collecting the exam pa
- 3 At the start of each session, an attendance register must be taken and if a student is not pr

- 4 Should a student arrive late for an exam, no additional time may be given.
- 5 During invigilation, total vigilance is required and no reading or marking by invigilators must be done.
- 6 All exams for Session 1 should start to finish at 10:00 hours. The exams for Session 2 must start to finish at 14:00 hours.
- 7 Toilet visits are to be kept to a minimum. Students must be encouraged to do this during breaks.
- 8 All question papers must be collected at the end of an exam.
- 9 Should a student be found to be cheating or be suspected of cheating the invigilator must report this to the Head of Centre.

Notes [CIE Notice to Candidates](#)

<http://www.cie.org.uk/cambridge-for/exams-officers/cambridge-exams-officers-guide/phase-5-exams>

Before each exam check that you and your invigilators are ready.

- Is the exam room set up correctly?
- Do you have the right question papers and candidate materials?
- Do you have the right attendance register?
- Do you have the right number of invigilators?
- Do you have a tested method of calling for assistance?
- Do your candidates know where they need to be and when?
- Do you know what to do when:
 - Your candidates enter the room?
 - Your candidates are seated?
 - A candidate asks a question during the exam?
 - The exam finishes?

Meet regularly with your invigilator team to talk through any issues and to make sure they are ready.

Read the section on how to conduct exams in the Cambridge Handbook to make sure you feel confident.

NOTICE TO CANDIDATES This notice is intended to help you. Please read it carefully and Make sure you know the rules. All points contained in this Notice are rules and you must follow them.

7 OF EXAMINATION

that you are on time for each session.

to finish at 13:00 hours. (Some exams are longer and the time will be adjusted accordingly)

s. Not more than one student at a time may be allowed to go to the toilet, when absolutely necessary, if an exam is in progress. Under no circumstances can students use a cell phone in place of a calculator. Students must ensure that they come with their own calculator to the exam venue.

m at home or at the hostels.

e invigilators indicate that all is well.

write "Irregularity!" on the front page of the student's exam script cover and the suspect material must be concealed when an exam is being written as all such material will be considered as suspect.

rough plastic bags or filing sleeves for stationery. They must also ensure they do not have pieces of paper w

aterials for the exams eg. writing paper graph paper etc. are provided along with the exam scripts.

apers to be written from the Work Room and after the examination, for taking the exams and placing them in i

resent she/he should be marked with an A. Should the student subsequently arrive, an L must then be marke

t take place. The students must not be able to predict an invigilator's pattern of movement during the invigilati
st start to finish at 13.00 hours. All invigilators must maintain strict control of the time limits given for each exam
rears. Not more than one student at a time may be allowed to go to the toilet, and only when absolutely neces

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[am-day/running-exams/](#)

[CIE Notice to candidate](#)

ording any incidents.

onfident about running Cambridge exams in your school.

do what you are asked. If there is anything you do not understand, especially which calculator you must follow them • You are not permitted to enter for the same syllabus code at two Centres in the same ex

Exam is in progress.

Students must put a name tag on their cell phones. The invigilators will hand back the cell phones at the end of session.

Material is confiscated immediately. The student may continue writing after confiscation of all suspect material. A decision is made

regarding any form of writing on them or even in their pockets.

Material is returned to the relevant teacher's hands, as indicated on the exam envelope cover. It is important that the invigilators ensure

that the student is late for the exam. This will show that the student was late for the exam.

on process.

m paper. If exams are longer, invigilators must adjust accordingly.

ssary, if an exam is in progress.

iscated immediately. The student may continue writing after confiscation of all suspect material. A decision a

***may use, ask your teacher before the date of your examination. WARNING • If you cheat, try to use any
amination session. • Your centre will advise you of your examination times; and also of any times at v***

The cell phones should be switched off before being handed to the invigilators. Should a student's cell

s to whether the student should be awarded marks for the exam will be decided by a committee to be c

sure that they have the correct number of scripts collected. The number of scripts collected must be rec

s to whether the student should be awarded marks for the exam will be decided by a committee to be c

***unfair practice, or break the rules in any way, you may be disqualified from all your subjects.
which you will be required to attend periods of supervision at the centre before or after your exa***

phone ring during an exam, that student will forfeit the particular exam.

convened by the Deputy Head.

orded as feed back on the examination envelope cover.

convened by the Deputy Head. The invigilator should file a report within 2 hours of the examination ending.

Examinations. • You must be on time for all examinations and periods of required supervision. If you are late

While you are preparing for an examination or for a period of required supervision, CIE will not normally accept your work.

- *You may take into the examination room only the materials and equipment which are allowed. You i*

must not take into the examination room calculator cases or instruction leaflets, bags, non-transparent

nt pencil cases, personal TVs or computers, electronic or radio communication and/or recording devi

ces including mobile telephones and their cameras, portable music players, or any other material or e

equipment. Anyone found in