



BOCODOL

Page 1 of 6

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**Examinations Administration Regulations and
Procedures**

Revision No: 1

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APPROVAL BODY	DATE APPROVED
Academic Registry Department	05 August, 2010
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1. INTRODUCTION

These Regulations set out the relationship between Botswana College of Distance and Open Learning [BOCODOL], herein after referred to as the College, and its learners. They are intended to provide a framework through which BOCODOL and its learners can work together to create a positive environment for learning and academic achievement.

2. RATIONALE

The Regulations were put in place to enhance clearly defined processes, procedures and roles in order to ensure transparency, consistency and accountability. They are based on the accepted fundamental principles that guide and direct the methods and processes of assessment in higher education and elsewhere.

3. POLICY OBJECTIVES

The objectives of this policy are to;

- 3.1 guide the administration of college examinations
- 3.2 regulate the administration of college examinations
- 3.3 help ensure academic quality and standards
- 3.4 guide examination administration procedures and processes to achieve highest quality
- 3.5 improve efficiency and accountability in examinations administration

4. OFFICERS INVOLVED WITH EXAMINATIONS ADMINISTRATION

These are not job profiles but are simple tasks that different College officials do in their day to day duties in the line of examinations administration.

4.1 INVIGILATORS

4.1.1 Appointment

- 4.1.1.1 A minimum of two invigilators shall be appointed for an Examination Venue, comprising a Chief Invigilator and an Invigilator.
- 4.1.1.2 The ratio of invigilators to candidates in an Examination Room shall be one invigilator for every 30 candidates.
- 4.1.1.3 An Examination Venue may have more than one Examination Room located on the same premises or different premises separated by distance, therefore more invigilators must be appointed.
- 4.1.1.4 An invigilator can be any person trained as a teacher, lecturer or someone already engaged as a tutor in the College.
- 4.1.1.5 Appointment is by signing a written 1-year contract which is renewable. The EA will normally write a confirmation letter at the beginning of each examination period to remind the Invigilator of the coming examination. The letter must state venue, dates, times and name of the examination.

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4.1.2 Duties of Invigilators

The Regional Examinations Assistant (EA) is the Chief Invigilator for all College and Partnership examinations. The EA recruits and recommends all Invigilators for appointment by the Regional Manager. Invigilators are responsible for assisting the Chief Invigilator under his/her direction. In particular invigilators shall:

- 4.1.2.1 assist with the distribution of Examination question papers, answer books and other stationery in accordance with the seating arrangements and instructions on the Examination question papers;
- 4.1.2.2 ensure that all bags and coats are left either outside the Examination room, or at a place allocated for this purpose within the Examination room, and check that no candidate has any unauthorised materials on his/her desk and where appropriate, check any stationery or equipment on a candidates' desk;
- 4.1.2.3 after the start of the Examination, collect candidates' completed attendance slips and check candidates' identification in accordance with these Regulations;
- 4.1.2.4 remove all Examination stationery and Examination question papers from those desks remaining unoccupied thirty minutes after the start of an Examination;
- 4.1.2.5 maintain a constant supervision over all candidates;
- 4.1.2.6 ensure that the Academic Integrity Policy is adhered to and take appropriate action in cases of infraction of the policy
- 4.1.2.7 report to the Chief Invigilator all incidents which may have affected the performance of one or more candidates;
- 4.1.2.8 at the end of the Examination, collect the Examination scripts as directed by the Chief Invigilator and ensure that no candidate leaves the Examination room until permitted by the Invigilator;
- 4.1.2.9 ensure that no Examination stationery and the question papers are removed by candidates from the Examination room.

4.1.3 CHIEF INVIGILATOR

4.1.3.1 Duties of the Chief Invigilator

A Chief Invigilator shall be responsible for the maintenance of order and the conduct of the Examination(s) in an Examination Venue in accordance with guidance issued by the Examinations Officer. In particular, a Chief Invigilator shall be responsible for ensuring that:

- 4.1.3.1.1 prior to the day of an Examination, s/he has obtained an examination list of all the candidates who will be sitting for the examinations for each Course;
- 4.1.3.1.2 prior to the start of an Examination, all examination stationery are placed on the correct desks;
- 4.1.3.1.3 prior to the start of an Examination, the sitting arrangements within the Examination Venue are placed on the appropriate notice boards outside the Examination Venue; the sitting must be according to the order in

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- which the candidates appear in the examination list. Any candidate who does not appear in the examination list must be noted but must be allowed to write the examinations. The candidate must be warned that they may not have been eligible for writing the examinations and that further investigations will be carried out which may disqualify them.
- 4.1.3.1.4 immediately prior to the start of an Examination, candidates are instructed of the procedures to be operated within the Examination Venue in accordance with the instructions issued by the Examinations Officer;
 - 4.1.3.1.5 no unauthorised person is allowed to enter the Examination Venue prior to, during, or immediately following an Examination;
 - 4.1.3.1.6 attendance slips are collected and attendance registers are marked during the course of an Examination;
 - 4.1.3.1.7 no candidate may leave the Examination Venue until a lapse of sixty minutes from the commencement of an Examination; the College reserves the right to refuse to mark any script returned before the lapse;
 - 4.1.3.1.8 a record is kept of all candidates who leave the Examination temporarily [visiting the toilet] and of the time, duration and reason involved;
 - 4.1.3.1.9 no candidate may be permitted to enter an Examination Venue 30 minutes or more after the commencement of an Examination;
 - 4.1.3.1.10 no extra time shall be given to any candidate safe in special circumstances
 - 4.1.3.1.11 no extra time may be given to any candidate arriving late for an Examination;
 - 4.1.3.1.12 all invigilators maintain constant supervision over candidates prior to, and during, an Examination and ensure that any candidate leaving an Examination unattended is not re-admitted to the Examination Venue;
 - 4.1.3.1.13 the Academic Dishonesty Record Form is completed if any candidate is suspected of unfair practice and misconduct and that such cases are reported to the Examinations Officer;
 - 4.1.3.1.14 the candidates are informed when there are thirty minutes of Examination time remaining, and that after this time no candidate is permitted to leave the Examination room unless authorised by the Chief Invigilator;
 - 4.1.3.1.15 the invigilators collect all Examination scripts in the order in which they appear in the examination list, and that the number of scripts collected (and absentees) corresponds exactly with the number of candidates invited for the Examination;
 - 4.1.3.1.16 the Examination scripts are delivered to the Examinations Office in accordance with the instructions issued by the Examinations Officer;
 - 4.1.3.1.17 the invigilator signs the invigilator's attendance register;
 - 4.1.3.1.18 all incidents which may have affected the performance of one or more candidate are reported to the Examinations Officer.

5. CONDUCT OF CANDIDATES IN EXAMINATIONS

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5.1 GENERAL

The following rules apply to all candidates of the College whilst taking examinations. They have been established to make sure that all learners are treated fairly and equally during examinations. The rules also try to ensure that candidates take examinations in a quiet and pleasant environment. Where candidates are taking the examinations of an external examining board e.g. Botswana Examinations Council, they may be required to meet other regulatory requirements.

These rules will be issued to each candidate and posted outside each examination room.

5.2 ELIGIBILITY

- 5.2.1 Only candidates enrolled in the Course are eligible to write the Examinations.
- 5.2.2 Candidates must have submitted all their assignments or satisfied all their Coursework or Continuous Assessment (CA) requirements.
- 5.2.3 All candidates must bring with them the letter of invitation to the Examination or the Statement of Entry.

5.3 ADMISSIONS TO AND DEPARTURE FROM THE EXAMINATION ROOM

- 5.3.1 Candidates should arrive at the Examination Room in good time. (30 minutes prior to the start of the examination).
- 5.3.2 Candidates may only be admitted to the Examination Room with the permission of the Invigilator.
- 5.3.3 Candidates must display their BOCODOL ID and Omang card [or Passport for non-citizens] on their desk to enable the invigilator to compile a register of attendance. Candidates who are unable to produce their Learner card will be asked to produce an alternative form of identification, preferably with a photograph attached.
- 5.3.4 Candidates may be admitted to the Examination room (at the discretion of the Invigilator) up to half an hour after the commencement of the Examination.
- 5.3.5 Candidates who come late must make themselves known to the Invigilator. Candidates who come late will not be allowed extra time to complete the examination.
- 5.3.6 No candidate may permanently leave the Examination Room until one hour after the commencement of the Examination.
- 5.3.7 Candidates wishing to leave the Examination Room temporarily must ask for the permission of the Invigilator. Candidates will not be readmitted to the Examination Room unless s/he has been accompanied by an Invigilator (or a nominee of the Invigilator) during his/her absence from the Examination Room.
- 5.3.8 Except in an emergency, candidates will not be allowed to leave the Examination Room at all during the last 30 minutes of an Examination.

5.4 ITEMS BROUGHT INTO THE EXAMINATION ROOM

- 5.4.1 Candidates must not bring anything into the Examination Room except those items approved by the Invigilator for the conduct of the Examination.

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- 5.4.2 Bags, Coats, Briefcases, Books, Mascots, Canned drinks etc. must be left at the place indicated by the Invigilator. Security of these items cannot be guaranteed and candidates are advised against bringing any valuable items to the examination room. Money and credit cards should be kept on their person.
- 5.4.3 Communication devices are not allowed into the exam room, except hearing aids.
- 5.4.4 If calculators are permitted for the examination they must be cordless and noiseless. It is the candidate's responsibility to ensure that batteries are fully charged.
- 5.4.5 No machines having alphabetic keys or the ability to store alphabetic characters will be permitted. Programmable calculators will be not allowed.

6 CONDUCT OF CANDIDATES IN THE EXAMINATION ROOM

- 6.1 All candidates will remain silent whilst in the Examination Room.
- 6.2 Candidates wishing to attract the attention of the Invigilator should raise their hand.
- 6.3 Smoking is not allowed in the Examination Room.
- 6.4 Candidates will not commence writing until instructed to do so by the Invigilator.
- 6.5 Candidates must cease writing when instructed to do so by the Invigilator.
- 6.6 Candidates may not receive assistance from another candidate; neither must a candidate give assistance to another.
- 6.7 Candidates must remain seated at the end of an examination until all papers have been collected by the Invigilator and the Invigilator has given permission for candidates to leave.

7 EXAMINATION PAPERWORK

- 7.1 Candidates must write their candidate number on all pieces of paper used and on any Answer Book provided.
- 7.2 Candidates must only use the paper provided in the Examination Room.
- 7.3 Candidates must not remove any papers from the Examination Room.

8 Violation of Academic Integrity Policy

- 8.1 Any Candidate who is suspected of violating the Academic Integrity Policy will be informed so by the relevant staff and be subject to procedures for the policy.

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