



## SAIFM Remote Online Examination Invigilation

SAIFM can perform remote invigilation by making use of our Virtual Exam Centre and MS Teams. Students who wish to take their exams virtually can do so at their home or office subject to meeting the requirements and terms and conditions as per this document and as may be noted or amended on the the SAIFM website from time to time.

### To meet the requirements you must ensure:

- The exam has been purchased and is loaded to your profile
- You can take the exam in a quiet, private room with no interruptions.
- You have a computer with a working webcam and microphone.
- You have back-up power/uninterrupted power supply (UPS) in the event of loadshedding taking place or unexpected power outages.
- MS Teams is downloaded and registration is completed. MS Teams can be downloaded at <https://www.microsoft.com/en-za/microsoft-365/microsoft-teams/download-app>
- **You have an appropriate MS Teams account - should your company be recording all MS Teams meetings for compliance purposes you will be required to create an MS Teams account in your personal capacity (MS Teams for school or business) for the exam to be written as SAIFM's policy does not allow for the sessions to be recorded by an outside party due to confidentiality.**
- Your system is compatible - A short test will be conducted between the invigilator and yourself prior to the exam being scheduled to test the compatibility of the MS Teams application if necessary.
- You have a reliable internet connection. *Note all data costs that are incurred by you will be for your account. SAIFM will not reimburse any data costs.*

### If you meet the above requirements the next steps must be taken to make a booking

1. Contact Susan on the following email address to request a date and time to take your exam:  
[susan@saifm.co.za](mailto:susan@saifm.co.za)
2. Please complete and sign the consent form on the last page accepting the terms and conditions of the exam and return this to [susan@saifm.co.za](mailto:susan@saifm.co.za) to secure your booking.
3. An Invigilator will be assigned to you and will be in contact via email to confirm that you have met all the requirements
4. The invigilator will email you a meeting request with the appropriate link.
5. Accept the invitation.
6. Should you experience any issues with booking an exam or wish to escalate a complaint, compliment or query, please contact Christie-anne van Wyngaardt, [christie@saifm.co.za](mailto:christie@saifm.co.za)

### **Remote exam procedure rules:**

1. The entire exam process, from start to finish, will be recorded by SAIFM. The recording will remain confidential and may be used in the case of a dispute, subject to certain conditions relating to the privacy of the exam questions.
2. You will be required to hold up your identity document (Green ID book/Passport/Smart Card/Driver's License) to the camera for ID verification. If you do not present a picture ID, you will not be allowed to proceed further.
3. You will be required to do a thorough scan of the room with your webcam/laptop to let the invigilator verify that you are in a quiet room, with no material that can aid you during the exam that is not permissible and that there is no-one else in the space.
4. You will be required to share your desktop via MS Teams so that the invigilator can check that there are no open programmes on your computer.
5. No notes, copies of learning material, or any other material, apparatus or device with the intent to assist you during the exam will be permitted, outside of the permitted calculator models allowed for certain exams. Access to any such assistance, whether intentional or not, is regarded as a serious transgression of the rules and subsequently as serious misconduct.
6. You are not allowed to copy, duplicate or record the examination questions in any manner whatsoever. Any attempt to do so, whether successful or not, will be regarded as a serious transgression of these rules.
7. All cell phones or other electronic means of communication must be switched off and you will not be allowed to access such devices at all during the exam. If you are using your cell phone as a modem/hotspot for your internet access, it may be in the room but must be on silent and cannot be within your reach.
8. You will be permitted to have a few sheets of blank paper in the room with you for rough work. At the end of the exam, you will be required to tear up the paper into pieces that cannot be reconstituted and dispose of it under the supervision of the invigilator. Failure to comply with this requirement will be regarded as a transgression of the rules.
9. You will only be allowed to have a permissible calculator. A list of permissible calculators is available on [www.virtualexamcentre.co.za](http://www.virtualexamcentre.co.za)
10. For those exams where a formula sheet is required, the invigilator will email you a formula sheet, which you may print. You will be required to hold up each page of the formula sheet to the camera for the invigilator to verify that it is the correct, permissible sheet.
11. You will not be permitted to have outerwear or bulky sweaters on your lap or desk. Any such clothing must be out of reach throughout the examination.
12. You will not be allowed to leave the room under any circumstances during the exam.
13. At any time during the exam, if any of the rules are transgressed or if you are found to be acting in a dishonest manner, the invigilator will terminate the exam session and you will not be allowed to continue, thus forfeiting the right to take the exam.
14. If found guilty of misconduct or non-compliance with these rules, a candidate could, amongst other remedies, forfeit their examination results, and could also face further action.
15. All other rules, terms and conditions as per our website apply.

### Exam Procedure

1. On the day of the exam, at the selected time, click on the link that was emailed to you in the meeting request and ensure that you join using the MS Teams app. The invigilator will admit you into the meeting if you do not automatically get admitted. Note that you will be unable to continue with the exam if you join on the web as you must join using the MS Teams app that has been downloaded to your computer.
2. Ensure that you always have your camera and microphone on and operational.
3. Hold up your identity document (Green ID book/Passport/Smart Card/Driver's License) to the camera for ID verification. If you do not present a picture ID, you will not be allowed to proceed further.
4. Do a thorough and slow scan of the room with your webcam/laptop to let the invigilator verify that you are in a quiet room, with no impermissible resources that can aid you during the exam.
5. If applicable, hold up each page of your formula sheet to the camera for the invigilator to verify that it is the correct, permissible sheet.
6. If applicable, hold up your calculator to the camera for the invigilator to verify that it is permissible.
7. Hold up any blank paper for rough work for the invigilator to verify that there are no notes on the paper.
8. Share your desktop via MS Teams so that the invigilator can check that there are no open programmes on your computer.
9. The invigilator will then share their screen with you and log you onto the exam system.
10. The invigilator will pass control over to you to take the exam. The exam is, therefore, taken on the invigilator's computer. The invigilator will be able to see you as well as the screen for the duration of the exam.
11. Upon completion of the exam, if applicable, you will be allowed 10 minutes to review any incorrect answers.
12. Tear up any rough work notes into tiny pieces
13. Once finished, the invigilator will save your result sheet to PDF and email it to you.

### Declaration of acknowledgement and acceptance of rules and procedures

I ( \_\_\_\_\_ Full name)

ID/Passport number \_\_\_\_\_

**Have read and understand the exam rules and procedures as detailed above and agree to adhere to such. I understand that failure to do so could result in forfeiting the right to take the exam as well as any fees paid for the exam.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

