

## Examination Rules and Regulations

### RULES AND REGULATIONS WHEN WRITING ONLINE FINAL ASSESSMENTS:

1. Students need to download the Invigilator App and register on the app prior to attempting the practice assessment on eLearn. The practise assessment must be attempted and completed at least a week prior to the start of the Semester Final Assessments. This is crucial to ensure that students are familiarised with the process and the app prior to attempting a final assessment. This will alleviate any uncertainties students may experience during a final assessment.
2. Students must log into the Invigilator App 5 minutes before the assessment is scheduled to start. The QR code will be available to scan prior to the assessment.
3. Students will need to scan the module specific assessment QR code on eLearn using the Invigilator App.
4. Should you require ANY assistance with the Invigilator App, send a WhatsApp message (typed or voice note) to 073 505 8273. Please be advised that this number CANNOT BE PHONED. Only text or voice messages are accepted. This is ONLY for technical support for the app, not eLearn or academic queries.
5. Students are required to have an original form of identification with them while attempting the assessment. The following identity documents are regarded as acceptable forms of identification:
  - a. An original ID Book/Card
  - b. Driver's License with photograph
  - c. Passport
  - d. ID Book application with photo as issued by the Department of Home Affairs (not older than 6 months)
  - e. Temporary Driver's License with photo as issued by the Department of Transport (not older than 6 months)
  - f. Learner License Certificate with photo as issued by the Department of Transport (not older than 6 months)Students must be able to produce one of these options if prompted to do so.
6. It is the responsibility of the student to ensure that their mobile device is fully charged prior to the assessment and that they have data available to log into the Invigilator App, upload requested selfies and any other required invigilation data.
7. It is the responsibility of the student to ensure that they complete the correct module's assessment at the correct time on the correct date. Students will not be able to attempt missed assessments at a later date.
8. Read the "How to Guide to Complete a Final Assessment eActivity" on eLearn.
9. The mobile device running the Invigilator App must be kept nearby while attempting the assessment to respond to prompts.
10. The assessment may prompt you to acquire a one-time password from the Invigilator App.
11. The Invigilator App may prompt you at random to take selfies or a selfie with your ID.
12. The Invigilator App needs to have a data connection at the end of the assessment to upload the required collected data immediately after you have completed the assessment.
13. Spellcheck your Final Assessment using English (South Africa) or English (UK).
14. Up to 5 marks may be deducted for spelling errors.
15. Should you require **eLearn technical assistance** or **academic assistance** during the Final Assessment, please submit your query to [helpme@immgs.ac.za](mailto:helpme@immgs.ac.za).
16. Please note that any queries regarding the Final Assessment question paper must be made within the first two hours of the Final Assessment - no queries will be accepted after that.
17. Should the IMM Graduate School need to communicate module specific information to students during the Final Assessment, SMS messages will be forwarded and if needed, further messages will be posted on the announcement section of the module on eLearn.
18. Students should therefore not set their mobile devices to airplane mode, as this will also prevent sms's from being delivered.
19. Use of the Invigilator App is compulsory.
20. The interpretation and implementation of the IMM Graduate School policies, rules and regulations is at the discretion of the IMM Graduate School.
21. Students in a country/territory where the Invigilator App is not supported may have to register and pay for private invigilation. The student will be required to source the invigilator who will be approved by the IMM Graduate School. If approved, the student will be liable for any fees levied by the invigilator.

#### Important contact information:

1. Invigilator App Assistance: WhatsApp text or voice messages only: 073 505 8273
2. eLearn Assistance or Academic Queries: [helpme@immgs.ac.za](mailto:helpme@immgs.ac.za)