

EXAM SUPERVISION

DUTIES OF SUPERVISORS

1. Supervisors are expected to give their entire attention to superintendence.
2. The **Examination Instructions for Candidates** during examinations is attached. Supervisors should familiarise themselves with these.
3. A **candidate must occupy** during the entire period of examinations **the place first assigned to her** by the Superintendent unless otherwise directed by the Supervisor.
4. Candidates are **not allowed to change position of desks** unless directed by a Supervisor. **Seating arrangements** to be **checked by supervisor** at the beginning of each examination session. Desks should be suitably spaced in rows.
5. Candidates are required to **remain in the examination hall** for the **full duration of examination session**.
6. **A candidate is not permitted to leave the hall during the examination period** unless the Supervisor is satisfied that the candidate's need to leave the hall is genuine (e.g. because of illness, urgent need to visit the toilet, etc.). Candidate is required to sign out and sign back in to exam centre. Times of departure and return are recorded.
7. Candidates may **not submit completed scripts** until **full** examination session has elapsed.
8. Pencil cases and copy books are not allowed in the examination centre
9. **Vigilance and spot checks** are important to ensure candidates do not have notes, mobile phones, etc. in their possession.
10. **Supervisors** are required to **collect completed scripts from each individual student**.
11. **Supervisors are required to remove all stationery, mathematical tables etc. from the exam centre to the staffroom** at the end of each exam period
12. **School bags and coats** must be stored in a **designated location (usually top of the classroom)**.
13. Graph paper, and mathematical tables will be supplied. **Candidates are not permitted to bring their own into the examination centre.**