



## Graduate School

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### Private Invigilation

#### Definition

The IMM Graduate School has a Private Invigilation option available to both local and international students who reside outside of a 150km radius of an existing IMM Graduate School Examination venue. The aim is to encourage all our students to progress and complete their designated Academic Programme.

This option allows students to provide the IMM Graduate School with the details of a Private Invigilator who will invigilate the exams that the student has to write. Once the Private Invigilator has been approved by the IMM Graduate School Academic Board, then this person will be contacted and informed of the procedure so that the student can complete his/her exams in a Private Invigilation setting.

#### Costs

Undergoing Private Invigilation requires the student to incur the costs of a private invigilation administration fee, which is payable every semester.

The fee is used to cover the administration costs of managing the student's exam process. Normal IMM Graduate School fees will be applicable for student registration/renewal and exam registration.

Please see the latest Fee Structure for fees payable.

#### Private Invigilator

A Private Invigilator will be a responsible person who undertakes to receive and return the examination material to the IMM Graduate School and invigilate the student during the examination session, as per the IMM Graduate School Examination time-table. This Private Invigilator should work within an educational environment, i.e. Lecturer, Teacher or Principal. The examination venue should be an educational institution, i.e. College or University. The IMM Graduate School will require a confirmation letter/facsimile from the Invigilator's superior, acknowledging his/her function. A private invigilation questionnaire will be forwarded to the invigilator and this must be returned to the IMM Graduate School together with a CV/resume. Once the IMM Graduate School approves the Private Invigilator, a confirmation email is forwarded to the invigilator, for information and procedure purposes. The Private Invigilator signs the document, as confirmation of agreeing to the Rules, Regulations and Procedures, and returns this to the IMM Graduate School Examinations Co-ordinator.

**Any costs to be paid to the Private Invigilator or for use of the examination venue, is the students responsibility.**

The following must reach the private invigilation co-ordinator at the IMM Graduate School National Office ([pi@immgsm.ac.za](mailto:pi@immgsm.ac.za)) not later than the closing date for registrations according to the 'Calendar of Events':

1. Private Invigilation Application
2. Invigilator's CV/Resume
3. Private Invigilation Questionnaire
4. Private Invigilation Fee (See Fee Structure)

**Please take note of the following requirements and information:**

1. The student should write the exam/s at the same time as South African students. The private invigilator co-ordinator will provide the student and invigilator with an examination timetable set for the specific country.
2. The IMM Graduate School should be able to contact the invigilator at all times via phone and email. It is therefore imperative that the invigilator has access to his/hers own private emails, the Internet, a printer and a scanner.  
The invigilator must be available on a mobile number during the exam session should there be a need for any question paper info to be texted.
3. The private invigilator will be provided with a **confidential** username and password to access the examination material on an IMM Graduate School website.
4. The Private Invigilator will have an opportunity to test his/her computer connection to the secure website by downloading test documents, i.e. the Invigilators Handbook as well as the examination answer book. The examination question paper which the student must complete will be made available on the **same website** from where the examination answer book has been downloaded, for the Private Invigilator to download shortly before the exam is to be written.
5. The invigilator must, within one hour after the examination, scan the examination answer book and upload it on the IMM Graduate School website from where the examination question paper was downloaded.
6. The Private Invigilator will invigilate the entire examination session as agreed with the student and the IMM Graduate School. Please contact the IMM GRADUATE SCHOOL Private Invigilator co-ordinator should the first invigilator not be available. The username and password provided to the first invigilator may not be 'transferred' to any other person. Only the approved individual may invigilate during the exam.

**Private Invigilation Application form** is available on the IMM Graduate School web site under the heading 'Downloads'

The student is required to keep the IMM Graduate School constantly updated of any changes in address, module choice, invigilator or any other relevant information.

All queries may be directed to [pi@immgsm.ac.za](mailto:pi@immgsm.ac.za) or to 0861 IMM 467 (+27 11 628 2000)

**Private Invigilation Student Renewal and Exam Entry** - This facility is only available to IMM Graduate School students who have an IMM Graduate School student number. Private Invigilation Applications must be renewed every semester by completing all the required documentation.

**Private Invigilation Assignment Upload Facility**

This facility is only available to IMM Graduate School students who have registered as Private Invigilation Students and who paid the necessary fees.