

CODE OF PRACTICE/CONDUCT FOR SACAA CERTIFIED INVIGILATORS

Approval to act as an Invigilator

1. To be trained as an Invigilator, candidates must supply one original reference letter from a current employer.
2. Proposed Invigilators must attend and successfully complete a training workshop led by the SACAA or an authorised trainer, duly accredited by the SACAA.
3. Proposed Invigilators who successfully complete the training workshop must sign this 'Code of Practice/Conduct for Test Centre Invigilators' before they can be approved to act as Invigilators.
4. Once approved, Invigilators must make themselves available for additional briefing / training as required.

Security and Confidentiality

1. Invigilators must observe at all times the strictest security and confidentiality concerning live, online or physical test materials.
2. Invigilators must comply with all directions concerning appropriate safety and security practices given by the SACAA as per Manual of Procedure for Invigilators & Designated/Accredited Exam centre and appropriate Technical guidance Material (TGM).
3. Invigilators should immediately report any suspected breaches of security or examination rules to the official in charge of the assessment, Test Centre and SACAA.
4. Invigilators must acknowledge that all information received or viewed that is associated with the test belongs solely to the SACAA and is confidential.
5. Invigilators are obliged to maintain this confidentiality for the entire duration of their employment with the test centre and beyond.

Invigilating

1. All Invigilators must be familiar with the test materials they are expected to handle during the test and with all relevant parts of the Administrators' Manual, made available to them by the SACAA or an authorised trainer / supervisor.
2. All Invigilators must have a good working knowledge of English and follow the 'Invigilator Instructions and Script' exactly.
3. Invigilators must not allow candidates to take the test without appropriate original Identification (ID). For Pilots; only original SPL & PPL licence are acceptable. The ID used for by the RPAS/Mechanic/Avionician and Approved person students must be the same form of identification as indicated on the Candidate Application Form. Invigilators must conduct a thorough ID check before candidates are admitted to the examination/test room.
4. Invigilators must ensure that all materials distributed for each test are counted out at the beginning of each test and counted in systematically at the end of each part of the test.
5. Invigilators must ensure that no unauthorised items or materials are taken into the test room and that no test materials are to be taken out of the test room by candidates.

UNDERTAKING

I, _____ (Full Names) of
(Address) _____ undertake to observe all the
requirements of this Invigilators' Code of Practice/Conduct.

Invigilator's signature

Date

ATO/Accredited/Designated Exam Centre

Date