**INSTITUTE OF DISTANCE EDUCATION - UNESWA**

**TIMETABLE FOR FIRST SEMESTER EXAMINATION - APRIL 2021**

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| **Name of Lecturer** | **Courses** | **No. of Students** | **Name of Lecturer** | **Courses** | **No. of Students** |
| **20 April, 2021: Morning: 9.00 – 12.00 Noon** |  |  |  |
| Mr. S. Shezi **(MPH)** Dr. P.S. Dlamini **(Tent-2** | ACS111ACS111 | Dip. = 39LLB = 63 |  ---  |  --- |  --- |
| **21April, 2021 Morning: 9.00 – 12.00 Noon** |  |  |  |
| Dr. P.S. Dlamini **(MPH)** | LAW207 | Dip = 10 |  --- |  --- |  --- |
| Dr. Phindile Nxumalo**(Tent-2)** | CAE117POR201 | PSS = 96POR = 1 |  --- |  --- |  --- |
|  | **22 April, 2021 Afternoon: 2.00 – 5.00 pm.** |
|  --- |  --- |  --- | Mr. T.C. Mavuso **(New Classroom)** | LAW107/ **LAW107**  | Dip = 37LLB = 63 |
| **23 April, 2021 Morning: 9.00 – 12.00 Noon** | **23 April, 2021 Afternoon: 2.00 – 5.00 pm.** |
| Mr. T.C. Mavuso  **(New Classroom)**  | LAW303 | Dip = 10 | Ms.ST. Shongwe **(MPH)**Dr. Phindile Nxumalo **(Tent-2)** | LAW101/**LAW101****CPS202** | Dip = 36LLB = 59PSS =119 |
| **27 April, 2021 Morning: 9.00 – 12.00 Noon** |  |  |  |
| Ms.ST. Shongwe **(MPH)** | LAW219 | Dip = 10 |  --- |  --- |  --- |
| **28 April, 2021 Morning: 9.00 – 12.00 Noon** | **28 April, 2021 Afternoon: 2.00 – 5.00 pm.** |
| Mr. T.C. Mavuso **(MPH)** | LAW105/ **LAW105** | Dip = 39LLB = 63 | Mr. S. Shezi**(MPH)** | LAW201 | Dip = 10 |
| **29 April, 2021: Morning: 9.00 – 12.00 Noon** |  |
| Mr. S. Shezi **(MPH)**Mr. T.C. Mavuso **(Tent-2)**Dr. T.T. Rugube **(New Classroom)**  | GNS113GNS113GNS113 | Dip = 39LLB = 63PSS = 98 |  --- |  --- |  --- |
|  |  |  | **30 April, 2021 Afternoon: 2.00 – 5.00 pm.** |
|  --- |  --- |  --- | Dr. K.E. Kunene **(MPH)**  | SOC111/**SOC111** POL101 | Dip = 39LLB = 46LLB = 23 |
| **03 May, 2021 Morning: 9.00 – 12.00 Noon** |  |
| Dr. K.E. Kunene **(Tent-2)**  | **LAW103** | LLB = 62 |  --- |  --- |  --- |
| Dr. Phindile Nxumalo**(MPH)**  | CPS101POR202 | PSS =96POR= 1 |  --- |  --- |  --- |
| **04 May, 2021 Morning: 9.00 – 12.00 Noon** |  |
| Dr. T.T. Rugube**(New Classroom)**Dr. Phindile Nxumalo **(MPH)**  | LAW401CPS201 | Dip = 10PSS = 120. |  --- |  --- |  --- |
| **05 May, 2021 Morning: 9.00 – 12.00 Noon** | **05 May, 2021 Afternoon: 2.00 – 5.00 pm** |
| Ms. ST. ShongweDr. T.T. Rugube **(New Classroom)** | LAW403CPS205 | Dip = 10PSS = 124 | Dr. Phindile Nxumalo**(MPH)** | CPS102 | PSS = 98 |

**UNIVERSITY OF ESWATINI**

**GUIDELINES FOR INVIGILATORS**

1. **ALL INVIGILATORS MUST ACQUAINT THEMSELVES WITH THESE REGULATIONS AND THE EXAMINATION REGULATIONS FOR CANDIDATES**

**PROCEDURE BEFORE THE EXAMINATION**

**GENERAL**

1. Staff members assigned the responsibility to invigilate University examinations are expected to conduct such examinations in accordance with these guidelines and regulations.
2. Staff members are expected to be conversant with not only the invigilation guidelines and regulations but students’ examination regulations as well.
3. Ignorance of the guidelines and regulations shall not be sufficient excuse for violation.
	* 1. **COLLECTING EXAMINATION PAPERS**

Sealed envelopes containing examination question papers and other examination material for each session should be collected by the Chief Invigilator and his team from the commencement of each Examination.

* 1. **ATTENDANCE OF EXAMINATIONS**

All invigilators must be in the examination room thirty (30) minutes before the commencement of examination.

* 1. **DISTRIBUTION OF EXAMINATION PAPERS**

The Chief Invigilator and his team shall open and distribute the examination papers before the admission of the candidates.

* 1. **CANDIDATES’ SEATING ARRANGEMENT**

Invigilators shall draw the attention of the candidates to the seating arrangements as published by the Chief Invigilator on the board outside or inside the examination room.

* 1. **CANDIDATES’ ARRIVAL FOR AN EXAMINATION**

Candidates must be admitted into the Examination room not more than 20 minutes before the start of each examination session.

* 1. **TAKING OF FOREIGN MATERIAL INTO THE EXAMINATION ROOM**

Candidates may not take into the examination room, any book, notes, duffle bags, brief cases, hand bags, caps, cellular phones, etc or any other unauthorised material nor may they take any writing paper, clean or scrap out of the examination room.

* 1. **ENTRY INTO THE EXAMINATION ROOM**

Candidates must be told when they can enter the examination room and silence must be observed on entry and whilst in the examination room.

* 1. **LATE ARRIVAL**

No candidate shall be permitted to enter the examination room after the lapse of half an hour (30 minutes) from the commencement of the examination.

* 1. **PRODUCTION OF IDENTITY CARDS**

Candidates will be required to produce their I.D. cards and place them on the desk on the left hand side corner of their desks for inspection by the invigilators.

* 1. **FILLING IN AN ATTENDANCE CARDS**

Candidates will bring with them examination attendance cards which they will have to sign once seated. The attendance cards must be collected as soon as the examination has started. Candidates without the printed attendance cards should be referred to the Examinations Office immediately.

* 1. **ARRIVAL OF SUBJECT EXAMINERS/REPRESENTATIVES**

Subject examiners/representatives of papers being written should attend for the first 15 minutes of each examination to answer any queries which might arise.

* 1. **CANDIDATES’ READING TIME**

Candidates must be given five minutes reading time prior to the scheduled time of commencement.

* 1. **LEAVING THE EXAMINATION ROOM**

Candidates must not be allowed to leave the examination room during the first hour of the examination session unless they feel unwell. Candidates must also not leave during the last ten minutes of the examination and must remain seated until examination scripts have been collected and checked by the invigilators. If a candidate has completed his papers before the specified time and wishes to leave, he must be advised to do so as quietly as possible, so as not to disturb the other candidates. Permission to leave at any time must be requested from the invigilator.

* 1. **ILLNESS DURING THE EXAMINATION**

If a candidate reports ill during an Examination, the campus nurse must be contacted immediately.

* 1. **MISCONDUCT DURING AN EXAMINATION**

In case of misconduct as specified in Regulation 011.30 contained in Examination Regulations for candidates, and after consultation with the Examinations Officer, the Chief Invigilator shall take appropriate action.

* 1. **END OF EXAMINATION**
1. Candidates should be given a clear warning FIVE minutes before the expiration of time allowed for any paper.
2. At the end of the examination, the Chief Invigilator should remind the candidates to ensure that necessary details on the covers of the answer folders and on the sheets used, have been filled.
3. At the close of each examination session the Chief Invigilator and his team must emphasize to students that it is an offence to take away writing papers out of the examination room. The Chief Invigilator and his team must collect all unused writing paper, and spoiled writing paper.
4. Answer scripts should be collected from candidates’ desks at the close of the every examination and checked against candidates’ place cards. The scripts, the papers and all other examination material should be taken by the Chief Invigilator and his team to the Examination Officer. Upon delivery an appropriate form will be signed to confirm receipt of the scripts.
	1. **COLLECTION OF WRITTEN EXAMINATION SCRIPTS FROM THE**

**EXAMINATION OFFICER**

A subject examiner/representatives of the subject being examined should collect the examinations scripts from the Examination Officer at the end of the examination, for marking. It is assumed that Heads of Department will have issued instruction to their colleagues concerning the arrangements for the marking of the papers and the transfer of the scripts from one examiner to another.

**2.18 CONSENQUENCES OF FAILURE TO INVIGILATE**

1. The Chief Invigilator must inform the Examination Officer, in writing, of any staff member who does not attend invigilation when assigned to do so. The letter should be copied to the Registrar. The Examinations Officer must then write to the staff member asking for an explanation which must be submitted to the Registrar by the staff member within 14 days. The explanation will be filed in the official record of the staff member concerned.
2. Where the Chief Invigilator fails to report at invigilation, one team member must report the matter to the Examinations Officer who will in turn appoint a Chief Invigilator from the team.