

SACAI COMMON EXAMINATIONS: ASSESSMENT INTEGRITY

Maintaining the credibility and integrity of assessments is a shared responsibility across our educational community. In alignment with SACAI requirements, all institutions are required to only appoint SACAI-certified invigilators for all formal assessments and examinations.

This newsletter outlines what

- The practical implications are;
- How to become certified;
- What is expected of invigilators; and
- The far-reaching consequences are if invigilation duties are not performed correctly.

Why are SACAI certified invigilators compulsory?

SACAI places a strong emphasis on safeguarding the integrity of assessments. Certified invigilators play a critical role in ensuring that all assessments are conducted fairly, securely, and consistently.

Certified invigilators -

- Protect the credibility of learner results;
- Ensure uniform application of assessment rules;
- Reduce the risk of irregularities and misconduct;
- Align institutional practices with SACAI quality assurance standards;
- Ensure that all learners become accustomed to strict exam writing conditions.

How to become a SACAI-Certified Invigilator?

To be included on the SACAI-certified invigilator database, individuals must:

- Complete the official SACAI invigilator training;
- Achieve a minimum score of 80% on the invigilator assessment; and
- Adhere to all SACAI policies, procedures, and ethical standards.

An invigilator will only be recognised as SACAI-certified and authorised to invigilate formal assessments if these requirements are met.

The Institutional-based Invigilation Manual

All invigilators must familiarise themselves of the detail of the SACAI Manual for Institutional-Based Invigilation before undertaking any invigilation duties.



Invigilators must:

- Exercise constant vigilance and give full attention to invigilation duties;
- Ensure candidates bring no electronic devices, notes, books, or unauthorised material into the venue;
- Confirm candidates are writing the correct subject and paper;
- Actively move around the venue during the assessment session;
- Supervise and record bathroom breaks;
- Enforce rules on late arrival, early departure, and assessment conduct; and
- Sign attendance registers for every session.

Note: The Institutional Invigilation Manual must be closely based on the SACAI Assessment Irregularity Policy:

- [Irregularity Policy for Online Institutions](#); or
- [Irregularity Policy for Independent schools and Learning Centres](#).

What practices are not permissible during invigilation?

Invigilators may not:

- Use cell phones;
- Engage in any activity that may distract the candidates;
- Assist or prompt candidates in any way;
- Answer content-related queries;
- Draw attention to errors in question papers without approval; or
- Disclose any content information.

Consequences of failing to perform invigilator duties

Failure to comply with SACAI invigilation requirements will result in the removal from the SACAI invigilator database, revocation of certification, possible legal action, and compromised assessment integrity.

Institutions are requested to report any instance in which they become aware that a SACAI-certified invigilator fails to perform his/her their duties to ensure assessment integrity.

IRREGULARITIES AT INSTITUTIONAL LEVEL

As outlined in the *SACAI Assessment Irregularities Policy for Independent Schools, DEPs and Online Schools*, all institutions must establish an Internal Assessment Integrity Committee (IAIC) to manage any assessment irregularity that arise during the year. The committee must comprise of the head of the institution, the academic head, and two other senior academic staff members.

The IAIC must investigate all internal assessment irregularities, apply the appropriate sanctions in accordance with SACAI policy, and communicate the outcomes to parents and learners. Parents may appeal the findings within 7 calendar days, and such appeals must also be managed by the IAIC. All irregularities must be recorded in the Internal Assessment Irregularity Register (IAIR).

For serious behavioural irregularities, or further appeals by parents or candidates, SACAI must be notified immediately. The SACAI Irregularities Committee (SIC) will investigate and provide formal feedback where required.

Important documents:

- Irregularity Form: [SBA Irregularity Form](#)
- Irregularity Register: [Internal Assessment Irregularities Register](#)

The IAIC is requested to submit the register with supporting documents to SACAI on or before 30 June 2026 to

 sba-irregularities@sacai.org.za

It is critically important that all institutions must consistently and accurately submit their Irregularity Registers, as SACAI is in the process of building a comprehensive national database to track learner irregularities from as early as Grade 10. This initiative is designed to strengthen the integrity of the assessment system by identifying patterns of misconduct over time, rather than only at the point of final examinations. Failure to report all irregularities undermines this effort and may allow recurring issues to go undetected, ultimately compromising the credibility of learner results and the fairness of the assessment process.

By ensuring that all incidents—no matter how minor they may seem—are properly recorded and submitted, education institutions contribute to a transparent and accountable system that protects both learners and institutions. Early and accurate reporting also allows for timely interventions, support, and corrective measures where needed.