

Academy of Sexology

SCIENTIFIC STUDIES OF SEXUALITY

www.sexology.ac



REGULATIONS FOR EXAMINATION INVIGILATORS

1. Over the years we have developed a smooth system of making it possible for our students all over the world to write their exam at a venue close to them. However, it is the responsibility of the student to make contact with any local examination supervisor prior to the date of the examination and to make sure that the examination supervisor
 - a) qualifies according to paragraph 4 and
 - b) fulfil all duties according to paragraph 5 and complies with all regulations below.
2. All costs involved (a private arrangement between the student and the supervisor) will be paid by the student. The Academy of Sexology will not pay any examination costs.
3. It is the responsibility of the student to make prior arrangements with the Academy of Sexology regarding the date of examination, the name of the examination supervisor and to make sure that the invigilator complied to paragraph 5 below.
4. The following rules are applicable in order to qualify as an examination supervisor:
 - 4.1 The person must be a permanent lecturer or teacher at a local accredited university or local accredited secondary school or a commissioner of oath.
 - 4.2 The person must have access to the Internet via email with a computer and a scanner.
5. The duties of the examination supervisor:
 - 5.1 Send an email at least a week before the date of the examination to accounts@sexology.ac and CC prof@sexology.ac from the email address of the examination supervisor containing the following:

I (full name and surname) accepting the position of examination supervisor for (student). I am a lecturer at (name of the university / secondary school) and I declare that I shall fulfil all my duties in this capacity with honesty and integrity.

Signed on the (date) at (location) Signature of examination supervisor
 - 5.2 Confirm via email to accounts@sexology.ac and CC prof@sexology.ac that he or she (examination supervisor) has received the exam paper from the Academy for Sexology at least two days before the date of the examination.
 - 5.3 On the day of the examination the examination supervisor:
 - 5.3.1 Must identifies the student

5.3.2 Must make the examination paper available to the student (preferably a print out of the examination paper)

5.3.3 Must always be present during the examination and supervise the whole process attentively at all times.

5.3.4 Must make sure that the answers are the student's own with NO external help whatsoever – NO books - NO notes NO electronic help – nothing.

5.3.5 Make sure that the student stay within the time limit of the examination.

5.4 Immediately after the examination the examination supervisor :

Must scan all the original answers of the student, save it all electronically on a computer file and email it to accounts@sexology.ac and CC prof@sexology.ac together with a declaration that the whole examination process went according to the regulations and then be signed by the examination supervisor. The examination supervisor must keep the original answers from the student for at least 3 months.