

COVID-19 RULES FOR NOVEMBER AND DECEMBER 2021 INVIGILATED ASSESSMENTS AT THE SU MAIN CAMPUS ASSESSMENT VENUES

1. PROTOCOL FOR STUDENTS AT ASSESSMENT VENUES Date: November 2021

These rules are specific to Covid-19 protocols and requirements as evidenced in the regulatory provisions and University rules and are in addition to the normal rules applicable to examinations and tests (assessments).

1.1. GENERAL RULES

- 1.1.1. Always wear a face mask covering your nose and mouth (we do not consider a buff or face shield appropriate for assessments) for the full duration of your assessment session. If you do not comply, you will be requested once to adjust/wear your mask properly. Should your non-compliance persist, the senior invigilator or security will request you to leave the venue immediately irrespective of whether you completed your assessment or not.
- 1.1.2. No student will be allowed entry to the building and to the assessment venue without a mask that covers their nose and mouth.
- 1.1.3. You are required to keep a safe physical distance (1,5 m) at all times – even before you enter the venue.
- 1.1.4. Ensure that you complete your daily health check yourself, correctly and with integrity before you leave your place of residence. Please note this is required for each assessment session.
- 1.1.5. You must use the following option, which is zero-rated, as your only option for your daily health check:
 - *Higher Health Check* tool: <https://healthcheck.higherhealth.ac.za>
- 1.1.6. To prevent delays to the start of assessment sessions, you must take a screenshot of your **Health Check** screening status outcome before you arrive at the building and have it ready upon arrival to show to the security guard in front of the building and to the invigilator at the entrance door of the assessment venue.
- 1.1.7. For entry into the building and the assessment venue, a green/ low-risk status is required. If you do not receive a green / low-risk status, you must not travel to campus or enter any building. Contact your lecturer and Campus Health Services (021 808 3496 or after hours 076 431 0305).
- 1.1.8. Students with any other colour status and students who are sick **will not be allowed to enter the assessment venue and will thus not be able to sit for the assessment. We rely on your honesty and integrity when completing the screening as part of the social solidarity movement. If you have any symptoms, please contact Campus Health Service before leaving your home.**
- 1.1.9. If you receive a green / low-risk status you must arrive at least 40 minutes prior to the start of an assessment session at the scheduled building. Please do not congregate outside the building.
- 1.1.10. The information on the examination venues on the main campus will be published on the student portal for students' attention.
- 1.1.11. No additional time will be given if you arrive at the venue after the assessment session has commenced, **irrespective of the reason.**

2. OUTSIDE THE BUILDING AND THE ASSESSMENT VENUE

- 2.1. Upon your arrival at the assessment venue, proceed to the table outside the venue to fill in the Covid-19 register. Please use your own pen for this purpose.

- 2.2. Adhere to a safe physical distancing (1,5m apart) from other persons outside the building and outside the venue.
- 2.3. Follow the demarcations for safe physical distancing which will be visibly indicated on the floor outside the venue. Should you not comply with an instruction by an official, security guard or invigilator to allow for 1,5m physical distancing, you will be turned away and be unable to write the assessment.

3. ENTRY TO THE ASSESSMENT VENUE

- 3.1. There will only be one entrance to the assessment venue. Only enter the venue if you have no symptoms.
- 3.2. You must have your **Health Check** screenshot and your student card ready.
- 3.3. Proceed to the entry door at the venue where you will be required to show your green **Health Check** passport (take a screenshot of this) to the invigilator at the door.
- 3.4. The invigilator will supply you with sanitizer to sanitize your hands and will allow you entry to the venue with the cell phone technology.
- 3.5. Show your student card to be scanned against the cell phone at all main campus venues.
- 3.6. Once you are inside the venue, the senior invigilator will indicate your seat to you.
- 3.7. Students will be required to fill up the venue from the back in an orderly fashion (usually from the last seat in a row which is attached to the wall in most venues).
- 3.8. Walk in a single file and in one -way direction to your allocated seat.
- 3.9. Sit at a clearly marked desk. The seating arrangements will have 2 seats open between students in a particular row with the rows in front of and behind these rows being empty. Computer-user areas' seating arrangements make provision for 1.5 m physical distancing between students and there is ample space for invigilators to safely walk pass students if required.
- 3.10. Should you not comply with an instruction to move to a clearly marked seat, you will be requested to leave the venue and will be unable to complete the assessments.

4. BEFORE THE START OF THE ASSESSMENT SESSION

- 4.1. Official standardized announcements will be made once off by the senior invigilators before the start of the assessment session and will include the following:
 - 4.1.1. You must wear your mask for the full duration of the assessment, and it must cover both your nose and mouth.
 - 4.1.2. If you are non-compliant with any of the Covid-19 protocols for the duration of the assessment, you may be requested by the invigilator/functionary to leave the venue irrespective if you have completed your assessment or not.
 - 4.1.3. All cell phones and electronic technology must be switched off and be placed face-down on your desk for all written assessments (or otherwise specified by the lecturer for assessments scheduled to take place in computer user areas). You are not allowed to make use of earphones or -plugs for the duration for the assessment.
 - 4.1.4. You must produce your extra writing-time letter as proof that you will be requiring extra writing time (only applicable to extra writing-time students in these venues).
- 4.2. Question papers and answer books with name slips will be handed out to you by invigilators who will sanitize their hands regularly.
- 4.3. You must familiarize yourself with the rules on the back of the answer book.
- 4.4. Do not start to read the question paper or start writing until instructed to do so by the senior invigilator.

- 4.5. You must complete your name slip to confirm your attendance inside the assessment venue and you will need to indicate your seat number to your name slip. Indicate your seat number, which will be visibly marked on the desk, clearly on the answer books and on the name slip. The name slips will be collected within the first 15 minutes of the assessment session. The senior invigilator will add your seat number, obtained from the name slip received from you, to the register against your name. The register will be handed to the Examinations Office for examinations/ departments for tests to file for possible Covid-19 tracing purposes. You will only be contacted if you were seated to the side, front or back of a student that tested positive.
- 4.6. You are reminded to inform the lecturer concerned should you fall ill or develop symptoms 48 hours after the assessment session for the campus officials at Campus Health Services to request the attendance registers from the Examinations Office for examinations/ departments for tests in order to conduct possible close contact tracings.
- 4.7. If you become ill or shows any evidence of illness, including repeated coughing, or any cold or flu symptoms, diarrhoea or vomiting during the assessment session, the designated campus person (Covid-19 compliance officer per building) will be alerted by the senior invigilator and you will be accompanied to the designated institutional isolation room in the building or be sent back to your residence. You will then be unable to complete your question paper. You will be required to contact Campus Health Services (021 808 3496 or after hours 076 431 0305) or your private general practitioner for further management.

5. DURING THE ASSESSMENT SESSION

- 5.1. Students must select extra answer books (pink) from a box themselves, supplied by the invigilator. Simply raise your hand if you require an additional book during the assessment session.
- 5.2. Invigilators must limit their walking in a venue. One invigilator will be stationed at the back of the venue and another invigilator at the front of the venue overseeing (active invigilation) the students from their respective positions.
- 5.3. You will be accompanied by an invigilator to the door of the restroom if the need arises. There are a limited number of invigilators allocated to an assessment venue, therefore students should exercise patience when waiting to be escorted to the rest rooms by an invigilator. However, you are reminded to visit the restrooms **before the start of your session to limit walking** during the assessment session. You are required to sanitize your hands upon re-entry to the assessment venue.
- 5.4. Students may only leave the venue after 45 minutes of writing time (or longer as specified by the lecturers). You must avoid contact with other students who are still writing when you leave and take extra care in doing so as the boxed seating arrangement makes it easy for a student leaving the session to unintentionally rub against another student.

6. AT THE END OF THE ASSESSMENT SESSION


- 6.1. Announcements will be made by the senior invigilator to mark the end of the assessment session.
- 6.2. Please start at row one and move down row by row to hand in your answer books. You will be required to place your answer books (please place any additional pink books, which are clearly numbered, inside the green/yellow answer book) inside a designated box which will be positioned on the desk at the front of the assessment venue.

- 6.3. Walk in single file and follow the safe physical distancing (at least 1,5m) rule. Do not hand your answer books over to the invigilators. Invigilators will not be allowed to handle the answer books.
- 6.4. Do not to leave any personal items such as water bottles, pens, umbrellas and notes behind in the venue because these items will be thrown away for hygiene reasons. Valuable items such as cell phone, laptops, watches, bags, textbooks, keys, clothes, calculators which are left behind in the venues will be handed to the security outside the building. **Please enquire at Campus Security (not the Examinations Office) if you realize you left any valuables behind in the venue and provide them with specific information such as a date, venue, time of the session as well as a brief description of the abandoned item.**
- 6.5. Do not switch your cell phone/technological devices on while you are still inside the assessment venue or still in possession of your answer books.

7. NON-COMPLIANCE WITH THESE RULES

- 7.1. Should you refuse or fail to comply with any rules or instruction before, during or after the assessment session, you will receive a warning by the invigilator/security guard.
- 7.2. Should your behaviour/actions persist, or should you fail to abide by the instruction/warning, you will be instructed to leave the premises even if you have not finished writing your assessment.
- 7.3. Should you not adhere to an instruction by the invigilator or security guard, you will be removed from the premises and reported to Student Discipline.
- 7.4. Should you show a green/low-risk status on your Higher Health app at the start of the assessment, but you present any symptoms (see paragraph 4.7 above for the symptoms) during the assessment, you will be unable to complete the assessment and will be instructed to leave the venue and contact Campus Health Services.

PLEASE FAMILIARIZE YOURSELF WITH THE RULES ON THE BACK OF THE ASSESSMENT ANSWER BOOK.



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RULES AND INSTRUCTIONS FOR EXAMINATIONS
REÛLS EN VOORSKRIFTE VIR EKSAMENS

<p>Please read the following rules and instructions for examinations, and then sign the declaration to the right of this page:</p> <ol style="list-style-type: none"> 1. You must answer all questions in ink. 2. Read the instructions on your question paper. 3. Communication between candidates in the examination venue is not allowed. 4. Supporting material (including blank paper, books, notes, calculators and other electronic equipment) is not allowed into the examination venue, unless the use of particular items is expressly allowed or prescribed. 5. Cell phones must be switched off and wrist watches (including any health devices e.g. Fitbit) must be removed and placed in a clear plastic bag face down, in front of you on the desk for the entire duration of the examination session. 6. You are not permitted to read or copy any answer or part of any answer that another student has written in his/her answer book or on the question paper. 7. You are not permitted to remove parts of answer books. 8. Complete in full the front and back cover of each answer book that you use. 9. If you use more than one answer book, place the second and further books inside the first one when you hand in. 10. All answer books issued to you must be handed to an invigilator before you leave the examination venue. 11. No extra time will be allowed if you arrive late. 12. You are not allowed to leave the examination venue within the first 45 minutes of the examination session. 	<p>Lees asseblief die volgende reëls en voorskrifte vir eksamens, en teken dan die verklaaring regs op hierdie blad:</p> <ol style="list-style-type: none"> 1. Jy moet alle vrae in ink beantwoord. 2. Lees die instruksies op jou vraestel. 3. Kommunikasie tussen kandidate in die eksamenlokaal word nie toegelaat nie. 4. Hulpmiddels (insluitende blanke papier, boeke, notas, sakrekenaars en ander elektroniese apparate) word nie in die eksamenlokaal toegelaat nie, tensy die gebruik van spesifieke items uitdruklik toegestaan of voorskrif is. 5. Selfone moet afgeskakel word en polshorlosies (met inbegrip van gesondheids-toestelle, bv. Fitbit) moet afgethaal word en in 'n deursigtige plastieksak met die gesig na onder, voor jou op die lessenaar geplaas word, vir die volle duur van die eksamenlesie. 6. Jy mag nie die antwoord of 'n gedeelte van die antwoord wat 'n ander student in sy/haar antwoordboek of op die vraestel geskryf het, lees of afskop nie. 7. Jy mag nie dele van antwoordboeke verwyder nie. 8. Vul die voorblad en agterblad van elke antwoordboek wat jy gebruik, ten volle in. 9. As jy meer as een antwoordboek gebruik, plaas die tweede en verdere boeke binne die eerste boek wanneer jy inlewer. 10. Alle antwoordboeke wat aan jou uitgereik is, moet aan 'n toetsbehoor oortreë word voordat jy die eksamenlokaal verlaat. 11. Ekstra tyd word nie toegestaan as jy laat kom nie. 12. Jy word nie toegelaat om die eksamenlokaal binne die eerste 45 minute van die eksamenlesie te verlaat nie.
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