

COVID-19 COMMUNICATION TO STUDENTS FOR FACE - TO - FACE INVIGILATED EXAMINATIONS (RESIDENTIAL AND OFF - SITE VENUES)

1. PROTOCOL FOR STUDENTS AT EXAMINATION VENUES

Date: 21 October 2020

1.1. GENERAL RULES

- 1.1.1. Arrive at least 30 min prior to the start of an examination session at the scheduled venue.
- 1.1.2. For students writing at off-site examination venues, ensure that you familiarize yourself with the venue address prior to the day of the examination as per the list provided to you by your administrator. Contact the respective invigilator beforehand to confirm the venue details.
- 1.1.3. For students writing in examination venues at main campus, the information will be published on the website. You may check the student portal by 28 October 2020.
- 1.1.4. No additional time will be given if you arrive at the venue after the examination session has commenced, **irrespective of the reason.**
- 1.1.5. **Always wear a face mask (for the full duration of your assessment).**
- 1.1.6. Ensure that you complete your daily health check before you leave your place of residence. Please note this is required for each examination session.
- 1.1.7. Options (data-free and does not require the use of a smartphone):
 - *Higher Health Check* tool: <https://healthcheck.higherhealth.ac.za>
 - Whatsapp: 0600 11 0000/
 - Dialling: *134*832*2#
- 1.1.8. Please take a screenshot of your screening status outcome and have it ready upon arrival at the venue.
- 1.1.9. For entry, a green/ low-risk status is required. Students with any other status will not be allowed to enter the examination venue.
- 1.1.10. For students completing online assessments at off-site examination venues, ensure that your laptop is fully charged for possible load shedding purposes. Make sure your cell phone is fully charged to use your cell phone as a hotspot. Please note that our off-site venues are not equipped with Wi-Fi.

2. OUTSIDE THE EXAMINATION VENUE

- 2.1. On arrival at the venue, proceed to the table outside the venue to fill in the register.
- 2.2. Adhere to a safe physical distancing (1.5m apart) outside the venue.
- 2.3. Follow the physical distancing demarcations which will be visible outside the venue.

3. ENTRY TO THE EXAMINATION VENUE

- 3.1. There will only be one entrance to the venue.
- 3.2. Please have your Healthcheck screenshot ready as well as your student card.
- 3.3. Proceed to the entry door at the venue where you will be required to:
 - 3.3.1. Show your green Healthcheck passport (take a screenshot of this) to the invigilator at the door.
 - 3.3.2. The invigilator will supply sanitizer for you to sanitize your hands and will allow you entry via cell phone technology.

- 3.3.3. Show your student card to be scanned against the cell phone at all main campus venues.
- 3.3.4. At off-site venues, show your student card to the invigilator. Ensure you are recognizable from the photo or bring along a driver's license or ID as supportive documents.
- 3.4. Once inside the venue, the senior invigilator will indicate your seat to you.
- 3.5. Students will be required to fill up the venue from the back in order (the last seat in a row is attached to the wall in most venues).
- 3.6. Walk in a single file and in a one – way directly to your allocated seat.
- 3.7. Sit at a clearly marked desk. The seating arrangements will have 2 seats open between students in a particular row with the front and back row empty.

4. BEFORE THE START OF THE EXAMINATION SESSION

- 4.1. Official standardized announcements will be made once-off by the senior invigilator before the start of the session which will include the points below:
 - 4.1.1. All cell phones and electronic technology must be switched off and be placed face-down on your desk.
 - 4.1.2. Please 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, answer books and name slips will be handed out to you by invigilators who will regularly sanitize their hands (after handing out 10 books at a time). Please familiarize yourself with the rules on the back of the answer book.
- 4.3. Do not start reading the question paper or start writing until instructed to do so by the senior invigilator.
- 4.4. You will be required to complete a name slip to confirm your attendance inside the venues and to allocate your seat number. Indicate your seat numbers clearly (which will be visibly marked on the desk) on the answer scripts and on the name slip. The name slips will be collected within the first 15 minutes of the session. The senior invigilator will add your respective seat number obtained from the name slip received to the register against your name. The register will be handed to the Examinations Office to file for potential future tracing purposes if the need arises.
- 4.5. You are reminded to inform the lecturer should you fall ill/ develop symptoms 48 hours after the examination session in order for the campus officials to conduct contact tracing.
- 4.6. If anyone sickens during the examination session, the Campus point person will be alerted by the Senior Invigilator and you will be accompanied to a designated institutional isolation room in the building.


5. DURING THE EXAMINATION SESSION

- 5.1. Students will be able to select extra answer books (pink) from a box. Simply raise your hand if you require an additional book.
- 5.2. Invigilators will limit walking. One invigilator will be stationed at the back of the venue and another at the front of the venue overseeing the students from their respective positions.
- 5.3. You will be accompanied by an invigilator $\frac{2}{3}$ of the way to the restroom should the need arise. You are required to sanitize your hands upon re-entry. However, you are reminded to make a turn at the restrooms before the start of your examination session to limit walking.
- 5.4. Students may leave the venue after 45 minutes of writing time. Try to avoid contact with other students who are still writing when you get up because the boxed seating makes it easy for a student who gets up, to unintentionally rub against another student.

6. AT THE END OF THE EXAMINATION SESSION

- 6.1. Announcements will be made by the senior invigilator to mark the end of the examination session.
- 6.2. You will be required to place your answer book (please place any additional books inside the green/ yellow) in a designated box which will be placed on the desk at the front of the examination venue.
- 6.3. Do this in a single file and follow the safe physical distancing rule. Do not hand scripts over to invigilators. Invigilators will not be allowed to handle the scripts.
- 6.4. Do not leave anything behind in the venue because these items will be thrown away/ destroyed for hygiene reasons.
- 6.5. Do not switch your cell phone/ devices on while you are still in the venue or still in possession of your answer books.

PLEASE FAMILIARIZE YOURSELF WITH THE RULES ON THE BACK OF THE EXAMINATION ANSWER BOOK



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**REÛLS EN VOORSKRIFTE VIR EKSAMENS /
RULES AND INSTRUCTIONS FOR EXAMINATIONS**

Lees asseblief die volgende reëls en voorskrifte vir eksamens, en teken dan die verklaring regs bo op die voorblad:

1. Jy moet alle vrae in inks beantwoord.
2. Lees die instruksies op jou vraestel.
3. Kommunikasie tussen kandidate in die eksamenlokaal word nie toegelaat nie.
4. Hulpmiddels (insluitende blanko papier, boeke, geskrifte, sakrekenaars en ander elektroniese apparaat) word nie in die eksamenlokaal toegelaat nie, tensy die gebruik van spesifieke items uitdruklik toegelaat of voorgeskryf word.
5. Jy moet jou selfoon afskakel en gesig ondertoe voor jou op die skryfblad plaas vir die volle duur van die eksamensessie.
6. Jy moet jou polshorlosie afhaal en gesig ondertoe saam met jou selfoon op die skryfblad plaas.
7. 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 afskryf nie.
8. Jy mag nie dele van antwoordboeke verwyder nie.
9. Vul die voorblad van elke antwoordboek wat jy gebruik, ten volle in.
10. As jy meer as een antwoordboek gebruik, plaas die tweede en verdere boeke binne die eerste boek wanneer jy inlewer.
11. Alle antwoordboeke wat aan jou uitgereik is, moet aan 'n opsniener oorhandig word voordat jy die eksamenlokaal verlaat.
12. Ekstra tyd word nie toegestaan as jy laat kom nie.
13. Jy word nie toegelaat om die eksamenlokaal binne die eerste 45 minute van die eksamensessie te verlaat nie.

Please read the following rules and instructions for exams, and then sign the declaration at the top right of the front cover:

1. You must answer all questions in ink.
2. Read the instructions on your question paper.
3. Communication between candidates in the exam venue is not allowed.
4. Supporting material (including blank paper, books, notes, calculators and other electronic equipment) is not allowed in the exam venue, unless the use of particular items is expressly allowed or prescribed.
5. You must switch off your cellphone and place it face down on the desk in front of you for the full duration of the exam.
6. You must take off your wrist watch and place it face down on the desk together with your cellphone.
7. 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.
8. You are not permitted to remove parts of answer books.
9. Complete in full the front cover of each answer book that you use.
10. If you use more than one answer book, place the second and further books inside the first one when you hand in.
11. All answer books issued to you must be handed in to an invigilator before you leave the exam venue.
12. No extra time will be allowed if you arrive late.
13. You are not allowed to leave the exam venue within the first 45 minutes of the examination session.

FOR ONLINE ASSESSMENTS AT OFF-SITE VENUES (TAKEN FROM THE WEBSITE)

How to manage load shedding:

- **Download a reliable app and check it regularly for updates on load-shedding levels**

Even if no load-shedding is planned, check the possible schedule and know when your area will have load-shedding if it is instated at the last minute. Eskom se Push is the recommended app for keeping an eye on the load-shedding schedule and status.

[Click here](#) to download Eskom se Push from Google Play Store.

[Click here](#) to download Eskom se Push from the Apple App Store.

- **Keep your devices charged at all times**

Charge your laptop and phone regularly. You can always use your phone (or someone else's) as a WiFi hotspot for internet connection during load-shedding, or perhaps you have access to a router on the mobile phone network. Test your computer, software and connectivity equipment beforehand so that you know that you are prepared when you need to use it. If you need help, ask a friend for assistance well in advance.

1. **Emergency assessment submission route for SUNLearn technical difficulties**

To further assist students with uploading assessments, faculty-specific email addresses have been created to allow students an **emergency route** for submission during formal assessment opportunities should they experience **SUNLearn technical difficulties** when submitting files to SUNLearn. These email submissions must still be completed within the 30 minutes allowed or during your allotted quiz time if a file upload is required as part of your quiz. This email address will be implemented at the start of A3 on 27 June 2020. You will **NOT** be able to use this email for submission as a result of **non-SUNLearn technical difficulties**. You will receive (or have received) communication from your faculty concerning the email address.

Please note that this email address cannot be used to solve general technical issues. If you would like assistance in solving technical issues, please contact the SUNLearn helpdesk (021 808 2222 or log a request for assistance at learnhelp.sun.ac.za).

If you have trouble uploading a document to SUNLearn during a formal assessment opportunity, please send the document to the email address provided by your faculty. The following information **must** be included in your email. If you do not include this information, your submission will be void and NOT be uploaded to SUNLearn on your behalf:

- Email subject line: student number, module name and assessment opportunity detail (e.g.12345678 Economics 111 A3)
- The document you want to submit should be attached to the email. Make sure that this is the final version of the document in the **correct format and pages are in sequence** as required by the lecturer. The contents of the document will not be reviewed to ensure that it is correct, and the file will be uploaded on the assumption that it complies with the other guidelines stated here.
- The following information must be provided in the email body:
 1. The module name (e.g. Industrial Psychology 114)
 2. Your student number (e.g. 12345678)
 3. Assessment opportunity detail (e.g. A3)

4. The reason for not being able to submit via SUNLearn. You must provide a clear explanation setting out the nature of your challenge
5. Attach evidence such as screen shots or photos of the error you encountered when you were unsuccessful in your attempt to submit your document on SUNLearn.

- The document will only be uploaded onto SUNLearn on your behalf if it was received **before the due date/time of the assessment** with the time being determined on the receiving computer and not as recorded on the sent computer. No late submissions will be accepted after the expiry of the 30 minutes submission time.

Once you have sent the email you will receive an autoreply from the faculty email address stating that your email has been received. Thereafter you will receive an email within two working days stating whether your document has been uploaded to SUNLearn on your behalf or not (with the reasons if it has not been uploaded).

Please note:

- Your submission will NOT be taken into consideration if it is not received before the cut off time/date for submitting the assessment. Therefore, it is important to use the 30 minutes allocated uploading time to attempt to submit your submissions.
- Uploading time is NOT additional writing time! Start the upload to SUNLearn as soon as your writing time expired to ensure you make the cut-off time. Waiting until the end of the submission time may cause you to miss the cut-off time to submit. The SUNLearn access log can be used to determine whether you did indeed attempt to submit a file onto SUNLearn during the upload time. Your individual activity is recorded on SUNLearn's logs.
- There will be no follow-up correspondence if there is outstanding evidence, insufficient information or if the file is corrupt. This will automatically result in the assessment not being uploaded on your behalf to SUNLearn.
- If more than one email is received after experiencing technical problems with SUNLearn, only the last email will be read. Multiple emails and/or files will not be consolidated, and the prior submissions will be disregarded.

If a file has already been uploaded to SUNLearn AND an assessment is also sent via email, the documents submitted via SUNLearn will be accepted because then there were no technical problems. Therefore, please do NOT submit via the email if your submission on SUNLearn was successful.

The onus rests entirely on each student to ensure that they finish writing by the set time. The 30-minute upload time is solely intended to submit the answer(s). Failure to adhere to this requirement constitutes a breach of assessment rules and will be dealt with in terms of the appropriate student disciplinary procedures.

By using this emergency submission route, you have no recourse after the submission. Moreover, the Senate rules apply, and no discussions will be entered into by the module lecturers, the faculty or SUNLearn staff.

PLEASE NOTE: Eskom has announced possible load-shedding. Students should please ensure that your electronic devices that are necessary for submitting assessments are fully charged in preparation for each assessment. You can also consider using your cell phone as hotspot if your Internet connection should fail due to load-shedding. Unfortunately, SU can only institute mitigating measures for situations under our control. Students should take note of their local load-shedding schedules and be prepared for assessments.

Managing the spread of COVID-19

Staff, student and visitors to SU are urged to take the following precautions against all pathogens:



Wash your hands regularly with soap & water



Use hand sanitiser with a minimum alcohol content of 70%



Stay at home when you feel sick



Use a tissue or an elbow to cover when coughing or sneezing



Avoid close contact with people who are sick

