

RULES FOR STUDENTS DURING THE 2022 ASSESSMENT PERIOD AT THE SU MAIN CAMPUS ASSESSMENT VENUES

1. PROTOCOL FOR STUDENTS AT ASSESSMENT VENUES

Date: September 2022

These rules are specific to assessments.

1.1. GENERAL RULES

- 1.1.1 Students are kindly reminded to wear your mask, maintain a safe physical distance from others and sanitize your hands regularly if you display significant Covid-19 related symptoms.
- 1.1.2 Sanitising stations will be located at the entrance of the building.
- 1.1.3 You are encouraged to bring along your own sanitisers to regularly sanitise your own hands.
- 1.1.4 The information on the assessment venues on the main campus will be published on the student portal for students' attention.
- 1.1.5 Ensure that you arrive at the correct venue at least 20 minutes before the assessment starts.
- 1.1.6 Ensure that you receive the correct question paper.
- 1.1.7 We have introduced a new answer book in 2021. All students need to familiarise themselves with the instructions on how to complete the answer book. We have developed a "how-to-guide" to assist you in this regard. The video can be viewed [here](#).

1.2 RULES FOR STUDENT CONDUCT AT ASSESSMENT VENUES

With reference to the link in Year Calendar, Part 1, 2022 on pg 37
<http://www.sun.ac.za/english/Documents/Yearbooks/Current/Part-1-General-Calendar.pdf>

The following rules apply to students during assessments:

- 1.2.1 You must show your student card – or identity document or driver's licence if your student card is temporarily not available – on entry into the venue.
- 1.2.2 You must answer all questions in ink.
- 1.2.3 Read the instructions on your question paper.
- 1.2.4 Communication between candidates in assessments venues is not allowed.
- 1.2.5 Supporting material (including blank paper, books, notes, calculators and other electronic equipment) is not allowed in test or examination venues, unless the use of particular items is expressly allowed or prescribed.
- 1.2.6 You must switch off your cellphone and place it face down on the desk in front of you for the full duration of the assessment.
- 1.2.7 You must take off your wrist watch and place it face down on the desk together with your cell phone.
- 1.2.8 You are not permitted to read or copy any answer or part of any answer that another student has written in his answer book or on the question paper.
- 1.2.9 You are not permitted to remove parts of answer books.

- 1.2.10 Follow the completing of the name slip protocol as step-by-step explained by the senior invigilator at the start of the session in the venue.
- 1.2.11 If you use more than one answer book, place the second and further books inside the first book when you hand in.
- 1.2.12 All answer books issued to you must be handed in to an invigilator before you leave the assessment venue.
- 1.2.13 No extra time will be allowed if you arrive late. If you arrive more than 45 minutes after the start of the test or assessment session, you will not be allowed to enter the assessment venue.
- 1.2.14 You are not allowed to leave the assessment venue within the first 45 minutes of an assessment session.

2. ENTRY TO THE ASSESSMENT VENUE

- 2.1. There will only be one entrance to the assessment venue.
- 2.2. The invigilator will allow you entry to the venue with the cell phone technology.
- 2.3. Show your student card to be scanned against the cell phone at all main campus venues.
- 2.4. Once you are inside the venue, the senior invigilator/ invigilator will indicate your seat to you.
- 2.5. Students will be required to fill up the venue in an orderly fashion.
- 2.6. Walk in a single file and in one -way direction to your allocated seat.
- 2.7. Sit at a clearly marked desk. The seating arrangements will have 1 seat open between students in a particular row.
- 2.8. 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.

3. BEFORE THE START OF THE ASSESSMENT SESSION

Official standardized announcements will be made once off by the senior invigilators before the start of the assessment session and will include the following:

- 3.1 If you are non-compliant with any of the assessment rules for the duration of the assessment, you may be requested by the invigilator/functionary to leave the venue irrespective whether you have completed your assessment or not.
- 3.2 All cell phones and electronic technology must be switched off and be placed face-down on your desk for all written assessments. You are not allowed to make use of earphones or -plugs for the duration for the assessment. Any attempt to use any of these devices during the assessment may be regarded as an attempt at dishonesty and could lead to disciplinary action against you. Cases of dishonesty or attempted dishonesty during the assessment will be referred to the University's disciplinary committee. Violation of the rules and a guilty finding might lead to suspension or expulsion from the University.
- 3.3 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).
- 3.4 Question papers and answer books with name slips will be handed out to you by invigilators.
- 3.5 You must familiarize yourself with the rules on the back of the answer book.
- 3.6 Do not start to read the question paper or start writing until instructed to do so by the senior invigilator.
- 3.7 You must complete your name slip to confirm your attendance inside the assessment venue. The name slips will be collected within the first 15 minutes of the assessment session.
- 3.8 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. Your incomplete answer book will still be handed in for marking and will count as an assessment. For flexible assessments, it is advisable that if you are too sick to write, that you leave the venue before you have seen the assessment paper in order to qualify for the next assessment opportunity (A3) if an A3 is offered according to the faculty-specific flexible assessment and module framework. For flexible assessment, you are required to complete 2 main assessments out of the 3 (A1, A2, A3).

4. DURING THE ASSESSMENT SESSION

- 4.1. Students will be supplied with extra answer books (pink) by the invigilator. Simply raise your hand if you require an additional book during the assessment session.
- 4.2. Invigilators will be actively invigilating in a venue.
- 4.3. You will be accompanied by an invigilator to the door of the restroom if the need arises. Hand over your switched - off cell phone/ electronic devices to the invigilator who will accompany you to the rest room. Upon your return, the invigilator will place these already switched – off devices face down on your desk again. Please exercise patience when waiting to be escorted to the rest rooms by an invigilator. You are reminded to visit the restrooms **before the start of** the assessment session. You are required to sanitize your hands upon re-entry to the assessment venue.
- 4.4. Students may only leave the venue after 45 minutes of writing time (or longer as specified by the lecturers). In this case, note that it will still be required that you hand in your incomplete answer book which will still be marked by your lecturer. The rule is once you have seen the question paper, you will have to make use of the assessment opportunity.


5. AT THE END OF THE ASSESSMENT SESSION

- 5.1. Announcements will be made by the senior invigilator to mark the end of the assessment session.
- 5.2. Ensure that your student details appear on the answer books before handing in.
- 5.3. Start at row one and move down row by row to hand in your answer books to the assigned invigilator. Place any additional pink books, which are clearly numbered, inside the green/yellow answer book before handing in your answer books.
- 5.4. Hand in your answer books to the senior invigilator and sign next to your name on the class list as proof of hand in.
- 5.5. Walk in single file and an orderly fashion.
- 5.6. 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 Assessment 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.**
- 5.7. 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.
- 5.8. Do not leave the venue without handing in your answer books.

6. NON-COMPLIANCE WITH THESE RULES

- 6.1. 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.
- 6.2. 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.
- 6.3. 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.

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



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RULES AND INSTRUCTIONS FOR EXAMINATIONS REËLS 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 verklaring 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 blanko papier, boeke, notas, sakrekenaars en ander elektroniese apparate) word nie in die eksamenlokaal toegelaat nie, tensy die gebruik van spesifieke items uitdruklik toegelaat of voorgeskryf word.5. Selfone moet afgeskakel word en polshorlosies (met inbegrip van gesondheids-toestelle, bv. Fitbit) moet afgehaal word en in 'n deursigtige plastieksak met die gesig na onder, voor jou op die lessenaar geplaas word, vir die volle duur van die eksamensessie.6. Jy mag nie die antwoord of 'n gedeelte van die antwoord wat 'n ander student in sy/haar antwoordboek óf op die vraestel geskryf het, lees óf afskryf 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 toesighouer oorhandig 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 eksamensessie te verlaat nie.
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