

RULES FOR STUDENTS DURING THE MAY 2024 ASSESSMENT PERIOD AT THE STELLENBOSCH CAMPUS ASSESSMENT VENUES

1. PROTOCOL FOR STUDENTS AT ASSESSMENT VENUES

Date: May 2024

These rules are specific to SU assessments.

1.1. GENERAL RULES

- 1.1.1 The information on the assessment venues on the Stellenbosch Campus will be published on the student portal for students' attention.
- 1.1.2 Ensure that you arrive at the correct venue at least 30 minutes before the assessment starts.
- 1.1.3 Ensure that you receive the correct question paper.
- 1.1.4 We have introduced a new assessment 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](#).
- 1.1.5 For students who experience clashes, refer to the Yearbook, 2024, Part 1 at nr 6.1.3-6.1.5 on pg 36 at the following link:
<http://www.sun.ac.za/english/Documents/Yearbooks/Current/2024-Part-1-General-Rules.pdf>

6.1.3 The fact that you are allowed to register for modules that clash on the assessment timetables does not grant you the right to be accommodated with regard to clashes on the assessment timetables, other than as described in par. 6.1.4 and par. 6.1.5.

6.1.4 If you experience clashes on timetables during the A2 period, you will not be accommodated by the Assessments Office nor normally by the home faculty. In such cases, you have to choose which A2 you will use and use A3 for the other clashing module.

6.1.5 If you experience clashes on timetables during the A3 period for assessments that are administered by the Assessments Office, you are accommodated by the Assessments Office. This accommodation entails that arrangements will be made for the clashing assessments to be written one immediately after the other during the A3 period and under supervision as arranged by the Assessments Office.

Please contact Mr Cedric Bezuidenhout (cgb@sun.ac.za) at the Assessments Office closer to the time to arrange for back-to-back sittings in the A3 period.

- 1.1.6 For students who are unable to write an assessment for whichever reason or on a Saturday for religious reasons, refer to the Yearbook, Part 1 at nrs 6.7.1 – 6.7.3 on pg 42 at the following link:
<http://www.sun.ac.za/english/Documents/Yearbooks/Current/2024-Part-1-General-Rules.pdf>

6.7 Accommodation of religious considerations

6.7.1 *If you cannot make use of an assessment opportunity due to constraints imposed by your religion, you are accommodated in a similar way as students that were ill during that assessment opportunity or participated in sport events or experienced trauma of any nature.*

6.7.2 *No assessment opportunities in addition to those scheduled normally will be provided for you if you do not make use of an assessment opportunity due to constraints imposed by your religion.*

6.7.3 *When compiling assessment timetables, the Timetable Office will attempt to avoid scheduling more than one of the A1, A2, and A3 assessments (or corresponding assessments for year modules) on days that more commonly incur religious constraints.*

Also, refer to the link on the SU website on religious and cultural days when no assessments will be scheduled.

<http://www.sun.ac.za/english/Documents/Yearbooks/Current/Almanac-2024.pdf>

Religious /cultural days:

Stellenbosch University respects the religious beliefs and cultures of all staff and students. As a result, in addition to national public holidays during which the University will be closed for business, no assessments will be scheduled on the following days; however, with the exception of Saturdays and Sundays, the University will remain open and operational on these days.

The below dates apply to the 2024 academic year only. SU further reserves the right to reconsider/revise the below dates due to any unforeseen circumstances that may affect operations or the completion of the academic year. Future arrangements will be implemented based on the specifics of each academic year.

2024

Saturday 10 February Chinese New Year

Wednesday 10 April Eid-ul-Fitr (tentative)

Tuesday 23 April Passover (Pesach) Day 1

Tuesday 30 April Passover (Pesach) Day 8

Monday 17 June Eid-ul-Adha (tentative)

*Thursday 3 October Rosh Hashanah Day 1***

Friday 4 October Rosh Hashanah Day 2

*Saturday 12 October Yom Kippur***

Thursday 31 October Diwali

*Above ** refers: These start the evening before, so no assessments to be scheduled after 17:30 on the previous evening.*

1.1.10 For students with special concessions, please refer to nrs 6.8.1 – 6.8.6 on pg 43 at link:

<http://www.sun.ac.za/english/Documents/Yearbooks/Current/2024-Part-1-General-Rules.pdf>

6.8.6 If you are a student with special needs, you may be accommodated to a lesser extent in assessments in an electronic classroom, than in venues for handwritten assessments, due to practical limitations.

Please consult your faculty-specific assessment framework if you are unable to write a main assessment (eg. A2) for any reason for you to make an informed decision regarding your options. No further opportunities will be granted except for a Deans Concession opportunity for any final-year student who qualifies for it.

Students are reminded not to make any travel plans for the full duration of the assessment period in case they qualify for a 2nd opportunity or A3 assessment which will take place on campus. No special arrangements will be made.

1.2 RULES FOR STUDENT CONDUCT AT ASSESSMENT VENUES

Courtesy and consideration towards lecturers, building assistants, fellow students and invigilators are non-negotiable, and complaints in this regard will be regarded in a very serious light which may result in a case of disciplinary misconduct against you.

Refer to Yearbook, Part 1, 2024 on pg 40 - 41, nr 6.6 at the following link:

[https://www.sun.ac.za/english/Documents/Yearbooks/Current/2023%20\(Eng\)%20Part%201%20General.pdf](https://www.sun.ac.za/english/Documents/Yearbooks/Current/2023%20(Eng)%20Part%201%20General.pdf)

6.6 Rules for student conduct at assessments

It is imperative that the work contained in assessments is your original work. You shall ensure that you are acutely aware of the contents of the SU 'Policy on Plagiarism (in support of academic integrity)', and your responsibility toward upholding academic integrity. Subject to the rules stated in this section and the provisions of the university's assessment policy, every faculty shall have the right to make faculty-specific rules regarding student conduct during assessments, and these faculty-specific rules shall be explained in the relevant faculty assessment rules. If you do not adhere to the rules in this section or the above-mentioned faculty-specific rules, or attempt to not adhere to these rules, disciplinary action may be taken against you.

6.6.1 Rules for student conduct during invigilated assessments

The following rules apply to you as a student during invigilated face-to-face (written paper-based, computer-based, oral and/or practical) assessments.

6.6.1.1 You must arrive at the assessment venue at least 30 minutes before the starting time of the assessment.

6.6.1.2 You must bring your own pen and other devices or equipment required for and permitted in the assessment (such as pocket calculators or drawing instruments). You are

not allowed to share any stationary, devices or equipment with other students in the assessment venue.

6.6.1.3 You must show your student card on entry into the venue, or an identity document or driver's licence with a recent and recognisable photograph if your student card, with your photograph on it, is not available.

6.6.1.4 Your head, including your ears and face, should be clearly visible to invigilators at all times that you are in an assessment venue. However, if University regulations require students to wear masks, you must wear a mask that only covers your nose and mouth. Neither your hair nor your clothes (including hats, scarves, or hoodies) may obscure your ears.

6.6.1.5 You must answer all questions in permanent/non-erasable ink using a pen that has no electronic capabilities, or on the device(s) (e.g. computers in an electronic classroom) prescribed in the question paper.

6.6.1.6 You must read and comply with the instructions on your question paper and the answer book.

6.6.1.7 You may not communicate with students inside your assessment venues, nor with anybody outside assessment venues.

6.6.1.8 You may not have on your person or accessible to you any devices capable of handling (including displaying, storing, or transmitting) information (whether mechanical, electronic, or otherwise, including blank paper, books, notes, calculators, phones and writing on your clothes or person) for the full duration of the assessment, unless they are provided to you in the venue (such as the question papers, answer books, or, in an electronic classroom, computers) or the assessment instructions in the question paper expressly permit or prescribe them.

6.6.1.9 If you have access to devices, e.g. pocket calculators or computers in an electronic classroom, you are not allowed to use the devices to process, receive, access, store, or send any information unless the question paper expressly permits or prescribes it. You may not use the devices to open any documents unless the question paper expressly permits or prescribes it.

6.6.1.10 You must switch off all cell phones with you at all times when in an assessment venue. While at your seat, you must place them in a non-transparent bag on the desk in front of you for the full duration of the assessment. You may only remove these devices from the bag and turn them on after having left the assessment venue.

6.6.1.11 You must take off any wristwatches with you and place them in a non-transparent bag on the desk in front of you for the full duration of the assessment. You may only remove these devices from the bag after having left the assessment venue. Timekeeping, visible to all students will be provided during the assessment.

6.6.1.12 *If you have any communication, storage, or smart devices, such as memory sticks or earphones, with you, you must place them in a non-transparent bag on the desk in front of you for the full duration of the assessment.*

6.6.1.13 *The above-mentioned non-transparent bag may not be opened during the assessment and should therefore not be used as a pencil case.*

6.6.1.14 *If the assessment makes use of a login procedure specific to that assessment (e.g. the examination login in an electronic classroom), you must use that login procedure and no other login procedure.*

6.6.1.15 *You may not read or copy any answer or part of any answer that other students have written, including in their answer books, on their devices (e.g. if in an electronic classroom) or on the question paper.*

6.6.1.16 *You are not permitted to remove parts of answer books.*

6.6.1.17 *You are not permitted to photograph, take a screenshot of, or copy in any other way the question paper, nor your answers.*

6.6.1.18 *You must complete the front page of every answer book used in full, or similarly on the front page of the question paper if you are required to answer on the question paper.*

6.6.1.19 *You must hand in all answer books that were issued to you, irrespective of whether you used them or not. The books must be handed in to an invigilator before you leave the assessment venue. If you were issued with more than one book, the second and further books must be placed inside the first book when you hand in, unless expressly instructed differently by the invigilator.*

6.6.1.20 *If the instructions on the question paper indicate that you must hand in the question paper, you must hand in the complete question paper(s) issued to you by placing it inside the answer book.*

6.6.1.21 *If the instructions on the question paper indicate that you must submit your answers digitally (e.g. in an electronic classroom), follow the instructions precisely. You are solely responsible for successful submission and you must not assume successful submission on SUNLearn unless SUNLearn expressly indicates that your submission was accepted. Thereafter, unless instructed otherwise, close all computer programs or applications and log out from the computer.*

6.6.1.22 *No extra time will be allowed if you arrive late. If you arrive more than 45 minutes after the start of the assessment session, you will not be allowed to enter the assessment venue.*

6.6.1.23 *You are not allowed to leave the assessment venue within the first 45 minutes of an assessment session unless the provision of 6.2.10 apply. Once you have left the assessment venue (after the first 45 minutes), you may not return, and the applicable script(s) will be marked and will count towards the calculation of the final mark.*

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 cell phone technology or tick your name off against a class list.
- 2.3. Show your student card to be scanned against the cell phone at all Stellenbosch campus venues or for your name to be ticked off against the class list.
- 2.4. Once you are inside the venue, please place your bags, books and documents at the front of the venue. You may only have your handbag and books with you at your desk if you are writing an open-book assessment as specified on the cover sheet provided.
- 2.5. The senior invigilator/ invigilator will indicate your seat to you.
- 2.6. Students will be required to fill up the venue in an orderly fashion.
- 2.7. Walk in a single file and in a one-way direction to your allocated seat.
- 2.8. Sit at a clearly marked desk. The seating arrangements will allow 1 seat to be open between students in a particular row.
- 2.9. 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 assessment.

3. BEFORE THE START OF THE ASSESSMENT SESSION

Official standardized announcements will be made once off by the senior invigilators at least 15 min 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 of whether you have completed your assessment or not.
- 3.2 All cell phones and electronic technology (smart watches etc.) must be switched off and be placed in a non-transparent bag on your desk for all written assessments. You are not allowed to make use of earphones or -plugs for the duration of the assessment. Any attempt to use any of these devices during the assessment may be regarded as misconduct and could lead to disciplinary action. Any student misconduct 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.

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 non-transparent bag which contains your switched-off cell phone/ electronic devices to the invigilator who will accompany you to the restroom. Upon your

return, the invigilator will place the non-transparent bag which contains your switched-off cell phone on your desk again. Please exercise patience when waiting to be escorted to the restrooms by an invigilator. You are reminded to visit the restrooms **before the start of** the assessment session.

- 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 that, once you have seen the question paper, you will have to make use of the assessment opportunity.

In the case where a student falls ill during an assessment, please refer to pg 38 nr 6.2.10 in the Yearbook 2024 (see link:

<http://www.sun.ac.za/english/Documents/Yearbooks/Current/2024-Part-1-General-Rules.pdf>

6.2.10 If you fall ill during an invigilated sit-down assessment, you must report immediately to the Invigilator who will arrange for you to be screened and assisted by the Campus Health Services or other suitably qualified medical practitioner.

6.2.11 In these instances, the applicable script(s) will remain unmarked and will not count towards the calculation of the final mark.

6.2.12 If you complete the assessment, notwithstanding having fallen ill during an assessment as provided in 6.2.10 above, and subsequently provide a doctor's certificate, you will not be granted any special accommodation and the applicable script will be marked. It is therefore advisable that, if you fall ill before or during an invigilated sit-down assessment, as provided in 6.6.1.23, you should seriously contemplate opting for the A3 assessment if it is available. Should you fall ill during the first 45 minutes of a scheduled assessment, and not utilize the process set out in 6.2.10, but continue with the assessment, you will not be granted any special accommodation (even if you provide a medical practitioner's certificate) and the applicable script will be marked.

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 them 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 and any additional materials e.g. multiple choice sheets, 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 a single file and in an orderly fashion.
- 5.6. Do not leave any personal items such as water bottles, pens, umbrellas and notes behind in the venue. Valuable items such as cell phones, laptops, watches, bags, textbooks, keys, clothes or 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, provide them with specific information**

such as a date, venue, and 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 instructions before, during or after the assessment session, you will receive a warning from 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.

(scroll down to the next page, page 9)

RULES AND INSTRUCTIONS FOR EXAMINATIONS REÛLS EN VOORSKRIFTE VIR EKSAMENS

Please read the following rules and instructions for examinations, and then sign the declaration to the right of this page:

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.

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

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.

Document compiled by Assessment Administration, Academic records and Graduations Office (AARGO), also known as the Assessment Office

Stellenbosch Campus

30 April 2024