

## **RULES FOR STUDENTS DURING THE NOVEMBER 2024 ASSESSMENT PERIOD AT THE STELLENBOSCH CAMPUS ASSESSMENT VENUES**

### **1. PROTOCOL FOR STUDENTS AT ASSESSMENT VENUES**

**Date: October 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 SUNStudent portal for students' attention. To find and view your venues on SUNStudent, click on the student guide and follow the step-by-step instructions [HERE](#).
- 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. All students need to familiarise themselves with the instructions and the signing of the declaration on the front cover. Students must also familiarise themselves with the assessment rules on the back cover of the new assessment answer book. Refer to pages 9 and 10 of this document (last 2 pages).
- 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 Assessment 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 Assessment Office, you are accommodated by the Assessment 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 Assessment Office.*

**Please contact Mr Cedric Bezuidenhout ([cgb@sun.ac.za](mailto:cgb@sun.ac.za)) at the Assessment 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 the following 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 2<sup>nd</sup> 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 becomes seriously ill which will prevent you from continuing with your assessment during an invigilated session, 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 seriously ill during an invigilated sit-down assessment which will prevent you from continuing with your assessment, you must report immediately to the Invigilator who will call on Campus Health Services or Emergency Services (ER) for you to be screened and assisted.*

*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. All students to remain seated during the last 5 min of the assessment session and to wait for the instruction of the senior invigilator.
- 5.3. Ensure that your student details appear on the answer books before handing them in.

- 5.4. 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.
- 5.5. Hand in your answer books to the senior invigilator and sign next to your name on the class list as proof of hand-in.
- 5.6. Walk in a single file and in an orderly fashion.
- 5.7. 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, and 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.**
- 5.8. 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.
- 5.9. 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 INSTRUCTIONS AND DECLARATION ON THE FRONT PAGE AND THE RULES ON THE BACK PAGE OF THE ASSESSMENT ANSWER BOOK.**

**Scroll down to the next pages 9 and 10 for examples.**



## 16 Pages / 16 Bladsve

STUDENT NUMBER / STUDENTENOMMER: \_\_\_\_\_

SLIPNAME / VAN

INITIALS / VOORLETTERS:

VENUE / LOKAL:

SEAT NO. / SITPLEK/ NR.

DATE / DATUM:

MODULE / MODULE:

Module, e.g. Botany 242 (as on question paper)  
Module, by Botanie 242 (so as on die vraagstelling)

## DECLARATION / VERKLARING

By placing my student number in the space at the top, I confirm -  
 Door my studentenommer in die ruimte bo te plaas, bevestig ek -

1. that I have read, understand and will abide by the assessment rules and instructions set out on the rear cover, dat ek die assesseringsreëls en voorskrifte op die agterblad gelees het, verstaan en sal gehoorsaam.
2. that I am aware of the fact that a contravention of an assessment rule or instruction may cause an assessment to be declared null and void, and may even lead to expulsion; dat ek bewus is van die feit dat 'n oortreding van 'n assesseringsreël of voorskrif daartoe kan lei dat 'n assessering ongedigtelik verklaar word, en selfs tot skorsing kan lei.
3. that the particulars furnished by me on this front cover are true and correct; dat die besonderhede wat ek op hierdie blad verstrek het, waar en korrek is.

#### TERMS AND CONDITIONS

1. Students must complete the information on this page in its entirety.
2. Write clearly in ink.
3. Record your STUDENT NUMBER correctly in ink in the space provided.
4. Rule off work that you do not want to be marked.
5. Indicate 'rough work' clearly for work that you do not want to be marked.
6. No part of this book must be torn off.
7. Rule off all empty pages.
8. Indicate the word 'END' on the last page you write on.
9. This book remains the property of SJU and may not be retained or removed from the assessment venue.

## REELS EN VOORSKRIFTE

1. Studente moet die informasie op die blad volledig voltooi.
2. Dui jou STUDENTENOMMER korrek in ink aan, op die spase aangedui.
3. Skryf duidelik in ink (pen).
4. Werk wat nie nagesien moet word nie, moet met 'n linaal deurgegrek word.
5. Dui werk wat nie nagesien moet word nie duidelik aan as 'rowwe werk'.
6. Geen deel van hierdie antwoordboek moet afgeskeur word nie.
7. Alle ongebruikte (skoon) bladsye moet met 'n linaal deurgegrek word.
8. Dui die woord 'EINDE' duidelik op laaste blad van geskrewe deel aan.
9. Hierdie boek is die eiendom van SU en mag nie in jou besit wees of vanuit die assesseringslokaal verwyder word nie.

**SIGNATURE / HANDTEKENING**

Number of books handed in  
Getaf boeke ingehandig

Number of this book  
Nommer van hierdie boek

## OFFICE USE / KANTOORGEBRUIK

[illegible]

## RULES AND INSTRUCTIONS FOR 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.

1. You must bring your own pen and other devices, or equipment required for and permitted in the assessment (such as pocket calculators or drawing instrument). You are not allowed to share any stationary, devices or equipment with other students in the assessment venue.
  2. 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.
  3. You must answer all questions in permanent/non-erasable ink using a pen that has no electronic capabilities, or on the devices (e.g. computers in an electronic classroom) prescribed in the question paper.
  4. You must read and comply with the instructions on your question paper and the answer book.
  5. You may not communicate with students inside your assessment venues, nor with anybody outside assessment venues.
  6. 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.
  7. 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.
  8. 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 leaving the assessment venue.
  9. 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. Timekeeping, visible to all students will be provided during the assessment.
  10. 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.
  11. The above-mentioned non-transparent bag may not be opened during the assessment and should therefore not be used as a pencil case.
  12. 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.
  13. 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.
  14. You are not permitted to remove parts of answer books.
  15. You are not permitted to photograph, take a screenshot of, or copy in any other way the question paper, nor your answers.
  16. 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.
  17. 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.
  18. 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.
  19. 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.
- 5.8.6 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.
20. 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.
  21. You are not allowed to leave the assessment venue within the first 45 minutes of an assessment session unless the provision of 5.2.10 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.
- 5.2.10 If you fall seriously ill during an invigilated at-door assessment which will prevent you from continuing with your assessment, please report immediately to the senior invigilator who will call on Campus Health Services or Emergency Services (ER) for you to be screened and assisted.

## REÛLS EN VOORWAARDES VIR ASSESSERINGS

Die onderstaande reëls geld vir jou as student tydens assesserings in lesende (vrye toetsing) – het jy op papier of rekenaar gebaseer – en/of mondeling en/of prakties waarbydens toetsing gehou word.

1. Jy moet jou eie pen en ander toestelle of toerusting saambing wat vir die assessering nodig is en toegelaat word (bv. sakrekenaars en tekeninstrumente). Jy mag geen skryfbehoeftes, toestelle of toerusting met enige ander student in die assesseringslokaal deel nie.
  2. Die toesighouers moet jou kop – ore en gesig ingesluit – heeltyd duidelik kan sien terwyl jy in die assesseringslokaal is. As Universiteitsregulasies egter vereis dat maskers gedra moet word, moet jy 'n masker dra wat net jou neus en mond bedek. Haare of klere look hoede, sjerpe of kappieskap mag nie jou ore bedek nie.
  3. Jy moet alle vrae in permanente/nie-uitwisbare inks neerskryf met 'n pen wat geen elektroniese funksies kan verrig nie, of dit invoer op die toestelle wat in die vraestel voorgeskryf word (bv. 'n rekenaar in 'n elektroniese klaskamer).
  4. Jy moet die instruksies op die vraestel en die antwoordboek lees en navaol.
  5. Jy mag nie met ander studente binne-in die assesseringslokaal kommunikeer nie, en ook met niemand buite die assesseringslokaal nie.
  6. Jy mag vir die volle duur van die assessering geen toestelle – hetsy meganiese, elektroniese of van 'n ander aard – wat ingelig kan hanteer, vertoon, stoor of oordra – by jou hê of toegang daartoe hê nie (dit sluit skoon papier, boeke, notas, sakrekenaars, telefone en skryfwerk op die klere of lyf in), tensy dit in die lokaal aan jou verskaf is (bv. vraestelle, antwoordboeke of, in 'n elektroniese klaskamer, rekenaar) of indien die assesseringsinstruksies op die vraestel so iets uitdruklik toelaat of vereis.
  7. As jy toegang tot toestelle soos sakrekenaars of rekenars in 'n elektroniese klaskamer het, mag jy nie daardie toestelle gebruik om enige ingelig te verwerk, ontvang, versig, stoor of versend nie tensy die vraestel dit uitdruklik toelaat of vereis. Jy mag nie hierdie toestelle gebruik om enige dokumente oop te maak nie, tensy die vraestel dit uitdruklik toelaat of vereis.
  8. Jy moet alle selfone wat jy by jou het, te alle tye in die assesseringslokaal afgeskakel hou. Terwyl jy op jou plek sit, moet jy alle selfone in jou besit vir die volle duur van die assessering in 'n ondeursigtige sak op die lessenaar voor jou laat. Jy mag hierdie toestelle uit die sak haal en dit aanskakel eers nadat jy die assesseringslokaal verlaat het.
  9. Jy moet enige polshorlosies wat jy by jou het, afhaal en vir die volle duur van die assessering Algemene Reëls 5.2 in 'n ondeursigtige sak op die lessenaar voor jou laat. Jy mag hierdie toestelle uit die sak haal en dit aanskakel eers nadat jy die assesseringslokaal verlaat het. Tydhouing wat vir alle studente sigbaar is sal gedurende die assessering verskaf word.
  10. Indien jy enige kommunikasie-, stoor- of slimtoestelle (bv. gehuurstokkies of oortone) by jou het, moet jy dit vir die volle duur van die assessering in 'n ondeursigtige sak op die lessenaar voor jou laat.
  11. Jy mag die genoemde ondeursigtige sak nie gedurende die assessering oopmaak nie, en moet dit dus nie vir 'n polsoedakkie gebruik nie.
  12. Indien die assessering 'n aantekeningprosedure spesifiek vir daardie assessering behels (bv. dat studente in 'n elektroniese klaskamer vir 'n eksamen aantekene), moet jy daardie aantekeningprosedure volg en geen ander nie.
  13. Jy mag geen antwoord of deel van 'n antwoord wat ander studente geskryf het, lees of afskryf nie. Dit sluit antwoorde in wat ander studente in hul antwoordboeke, op hul toestelle (bv. in 'n elektroniese klaskamer) of op die vraestel neergeskryf het.
  14. Jy mag geen dele uit 'n antwoordboek verwyder nie.
  15. Jy mag nie 'n foto of skermfoto van die vraestel of jou antwoorde neem of dit op enige ander manier kopieer nie.
  16. Jy moet die voorblad van elke antwoordboek volledig invul, so ook die voorblad van die vraestel, as jy die antwoorde op die vraestel moet invul.
  17. Jy moet alle antwoordboeke wat aan jou uitgereik is, inlewer, ongeag of jy dit gebruik het of nie. Jy moet die boeke by 'n toesighouer inlewer voordat jy die assesseringslokaal verlaat. As meer as een boek uitgereik is, moet jy die tweede en verdere boeke binne-in die eerste boek plaas wanneer jy dit inlewer, tensy die toesighouer uitdruklik 'n ander instruksie gegee het.
  18. As die instruksies op die vraestel insluit dat jy die vraestel moet inlewer, moet jy die volle vraestel wat aan jou uitgereik is, inlewer deur dit binne-in jou antwoordboek te plaas.
  19. As die instruksies op die vraestel aandui dat jy jou antwoorde digitaal (bv. in 'n elektroniese klaskamer) moet inlewer, moet jy die instruksies presies volg. Jy, die student, is self daarvoor verantwoordelik om te sorg dat jy suksesvol inlewer. Jy moet aanvaar dat inlewering op SUNLearn suksesvol was nie, tensy SUNLearn uitdruklik aantoon dat jou inlewering aanvaar is. Daarna moet jy alle rekenaarprogramme of -applikasies toemaak en op die rekenaar uitteken, tensy daar ander instruksies is.
- 5.8.6 Beperkte beperkings mag al gevolg hê dat jy as student met spesiale behoeftes in 'n makere mode tydens assesserings in 'n elektroniese klaskamer gebruiksmiddele kan word as in lokaal vir handgeskrewe assesserings.
20. Geen ekstra tyd word toegestaan indien jy laat opdaag nie. As jy meer as 45 minute nadat die assesseringssessie begin het, opdaag, sal jy toegang tot die assesseringslokaal geweier word.
  21. Jy word nie toegelaat om die assesseringslokaal binne die eerste 45 minute van 'n assesseringssessie te verlaat nie, tensy die bepalinge van 5.2.10 van toepassing is. Nadat jy die assesseringslokaal verlaat het na die eerste 45 minute, mag jy nie weer terugkom nie, en die toegestelde antwoordstelsel sal gemerk word en ingesluit word by die berekening van jou finale punt.
- 5.2.10 Indien jy ernstig siek raak wat jou verhoed om voort te gaan met 'n assessering in 'n lokaal waar daar toesighouing is, moet jy dit onmiddellik by die senior toesighouer aanmeld, wat op hul beurt vir Kampusgesondheidsdienste of Nooddienste (ER) sal kontak om 'n siftingsstoets te doen en ondersteuning aan jou te bied.

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Stellenbosch Campus

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