



UNIVERSITEIT • IYUNIVESITHI • STELLENBOSCH • UNIVERSITY



Examination (OCT/NOV 2020)

(Covid-19 – Online Examinations)

EXAMINATION RULES AND REGULATIONS

TYGERBERG CAMPUS

These requirements apply to all formal University Examinations held at the Tygerberg Campus or on behalf of the Faculty of Medicine and Health Sciences at other off-campus venues or online from your own home.

A. GENERAL

Students should note the following general examination rules:

- Students should be online, logged into SunLearn at least 30 minutes before the commencement of the examination.
- Students may not use class notes or have access to devices with class notes during the official examination. Students may not open any other browsers on your device when logged into SunLearn for an examination.
- Students are required to read the instructions of the examination question paper carefully. Students will also receive a notice from the department, via SunLearn, which outlines the process for the specific examination. Read these notices carefully.
- In the event of any misinterpretation of the timetable by the student, Stellenbosch University will make no concession.
- Students are encouraged to follow all procedures as set out for online assessments. Students must prepare their devices for all examinations and read Disclaimers carefully.
- **Students who share physical space during the examinations must complete a declaration form to indicate this. The completed forms must be sent to tygexams@sun.ac.za. Students who have completed these forms do not need to do this again.**

saam vorentoe • masiye phambili • forward together

PLEASE NOTE: Any breach of the following requirements relating to examinations and assessments may be regarded as "misconduct", whether committed intentionally or unintentionally, and will be dealt with in terms of the Disciplinary Code for Students and Rules for Student Conduct of Stellenbosch University.

A. WRITING TIME

The duration of the examination is indicated on your examination notice. **Students are hereby informed that no students will be allowed to log into an examination after the class have commenced writing.** Access to the examination will be locked after 5 minutes. All students must log into the examination when it commences, unless otherwise indicated by the department notice.

B. UNAUTHORISED MATERIAL

Students may not have access to any books, notes, manuscripts, electronic devices, any form of stored or recorded information, or any other material during the examination, unless the module chairperson has given explicit permission for this.

Students are not permitted to take screenshots of any examination information, using any installed or built-in application, cellphone cameras or any secondary devices, or to share it in any form via social media prior to, during, or after the assessment. Any attempt to copy or share this or any other assessment will result in disciplinary action against the student. Any student found in possession of screenshots/copies of this assessment in any form or format will face the disciplinary consequences in accordance with the SU Disciplinary Code.

C. COMMUNICATION DURING THE EXAMINATION

Students will be allowed to use the WhatsApp platform to communicate with the assessment committee of the module, to raise queries or report problems. Students may not use other WhatsApp groups or any other social media and communication platforms for the duration of the examination. Available lecturers will join your class group on WhatsApp for the duration of the examination.

Students may not communicate with any other students by any means to solicit answers for the examination questions. Students must complete all examinations without assistance from any other individual or individuals. Your honesty and integrity in this regard will be important.

D. REPORTING CONNECTION PROBLEMS

Students are required to report any issues with internet connectivity during and immediately after the assessment via the approved processes. Any student found to be misreporting or falsifying any internet connectivity issue in order to gain an unfair advantage during their assessment will face disciplinary action, in accordance with the Disciplinary Code for Students and Rules for Student Conduct.

E. FAILURE TO ATTEND AN EXAMINATION

A student who fails to attend an examination at the time and place published in the final timetable, except when prevented from doing so by illness or other acceptable reason, will be deemed to have failed that part of the assessment.

F. SPECIAL AND SICK EXAMINATIONS

Application forms for leave of absence from examinations are available from the Examinations Office tygexams@sun.ac.za and must be submitted within 24 hours of the examination that was missed. (Students should submit an application form with all relevant supporting documents.)

G. EXAMINATION RESULTS

Please note that students must access their student emails (studentnumber@sun.ac.za) to ensure they receive administrative information and examination results and notices.

H. STUDENTS WITH EXAMINATION CONCESSIONS

Students who qualified and were approved for examination concessions, must confirm with the module chairpersons before every examination sitting. It remains your responsibility to contact all departments.

I. DEFINITIONS/GLOSSARY

- During an examination – The period of time from the start of an examination until its conclusion, including any time allowed for reading an examination paper. Where appropriate, these rules and regulations will also apply outside an examination venue.
 - Good cause – Any breach of the requirements or any conduct on the part of a student which can be classified as "misconduct" under Disciplinary Code for Students and Rules for Student Conduct.
 - Student – Any person officially enrolled in a subject / module or course taught by the University.
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Eksamen (OKT / NOV 2020)
(COVID-19 Aanlyn eksamens)

EKSAMENREËLS EN -REGULASIES TYGERBERG-KAMPUS

Hierdie vereistes is van toepassing op alle amptelike Universiteitseksamens wat op die Tygerberg-kampus plaasvind of namens die Fakulteit van Geneeskunde en Gesondheidswetenskappe by ander lokale weg van die kampus af plaasvind.

A. ALGEMEEN

Studente moet asseblief let op die volgende algemene eksamenreëls:

- Studente moet minstens 30 minute voor die aanvang van die eksamen aanlyn en aangeteken wees op SunLearn.
- Studente mag nie gedurende die amptelike eksamen klasaantekeninge gebruik of toegang hê tot toestelle met klasaantekeninge nie. Studente mag nie enige ander blaaiers op hul toestel oopmaak wanneer hulle vir 'n eksamen op SunLearn aangeteken is nie.
- Studente moet die opdragte op die eksamenvraestel aandagtig lees. Studente sal ook via SunLearn 'n kennisgewing van die department ontvang wat die proses vir die bepaalde eksamen uiteensit. Lees hierdie kennisgewings deeglik.
- Universiteit Stellenbosch sal geen toegewing maak in die geval van enige verkeerde vertolking van die rooster deur die student nie.
- Studente word aangemoedig om alle prosedures soos vir aanlyntake uiteengesit, te volg. Studente moet hul toestelle vir alle eksamens voorberei en Vrywarings deeglik lees.
- **Studente wat 'n fisiese ruimte tydens die eksamen deel, moet 'n verklaringsvorm invul om dit aan te dui. Die ingevulde vorms moet na tygexams@sun.ac.za gestuur word. Studente wat reeds hierdie vorms ingevul het, hoef dit nie weer te doen nie.**

LET WEL: Enige nie-nakoming van die ondergenoemde vereistes met betrekking tot eksamens en toetse, ongeag of dit met of sonder opset geskied, kan as “wangedrag” beskou word en sal ooreenkomstig Universiteit Stellenbosch se Dissiplinêre Kode vir Studente en Reëls vir Studentegedrag gehanteer word.

A. SKRYFTYD

Die tydsduur van die eksamen word op u eksamenvraestel aangedui. Studente word hiermee in kennis gestel dat geen student toegelaat sal word om op 'n eksamen aan te teken nadat die klas begin skryf het nie. Toegang tot die eksamen sal ná 5 minutes gesluit word. Alle studente moet op die eksamen aanteken wanneer dit 'n aanvang neem, tensy anders aangedui deur die departement se kennisgewing.

B. ONGEMAGTIGDE MATERIAAL

Studente mag nie gedurende die eksamen toegang hê tot enige boeke, aantekeninge, manuskripte, elektroniese toestelle, enige vorm van gestoorde of opgeneemde inligting, of enige ander materiaal nie, behalwe met die uitdruklike toestemming van die modulevoorsitter.

Studente mag nie met behulp van enige geïnstalleerde of ingeboude toepassing, selfoonkameras of enige sekondêre toestelle, skermgrepe van enige eksameninligting voor, tydens of ná die eksamen neem of dit in enige vorm via sosiale media deel nie. Enige poging om hierdie of enige ander eksamen te kopieer, sal dissiplinêre optrede teen die student tot gevolg hê. Enige student wat in besit van skermgrepe/afskrifte van hierdie eksamen in enige vorm of formaat betrap word, sal die dissiplinêre gevolge ooreenkomstig Stellenbosch Universiteit se Dissiplinêre Kode dra.

C. KOMMUNIKASIE GEDURENDE DIE EKSAMEN

Studente mag die WhatsApp-platform gebruik om met die eksamenkomitee van die module te kommunikeer om navrae te doen of probleme aan te meld. Studente mag nie tydens die eksamen ander WhatsApp-groepe of enige ander sosiale media en kommunikasieplatforms gebruik nie. Beskikbare dosente sal vir die duur van die eksamen by jou klasgroep op WhatsApp aansluit.

Studente mag nie op enige wyse met ander studente kommunikeer om antwoorde op die eksamenvrae te bekom nie. Studente moet alle eksamens sonder die hulp van enige ander individu of individue voltooi. U eerlikheid en integriteit in dié verband is baie belangrik.

D. RAPPORTERING VAN ENIGE PROBLEME

Studente moet enige probleme met internetkonnektiwiteit gedurende en onmiddellik ná die eksamen via die goedgekeurde prosesse rapporteer. Dissiplinêre stappe sal ooreenkomstig die Dissiplinêre Kode vir Studente en Reëls vir Studentegedrag gedoen word teen enige student wat tydens die eksamen enige probleme met internetkonnektiwiteit verkeerdelik of valslik rapporteer ten einde 'n onbillike voordeel te verkry.

E. VERSUIM OM 'N EKSAMEN BY TE WOON

'n Student wat versuim om 'n eksamen by te woon op die tyd en plek wat in die finale rooster aangedui word, sal geag word daardie deel van die eksamen te gedruip het, behalwe indien die student deur siekte of ander aanvaarbare rede verhoed is om dit by te woon.

F. SPESIALE EN SIEKTE-EKSAMENS

Aansoekvorms vir verlof om van 'n eksamen afwesig te wees, is by die Eksamenkantoor tygexams@sun.ac.za beskikbaar en moet binne 24 uur ná die eksamen wat misgeloop is, ingedien word. (Studente moet 'n aansoekvorm met alle tersaaklike stawende dokumente indien.)

G. EKSAMENUITSLAE

Let asseblief daarop dat studente toegang tot hul studente-e-pos (studentnumber@sun.ac.za) moet hê om seker te maak dat hulle administratiewe inligting en eksamenuitslae en kennisgewings ontvang.

H. STUDENTE MET EKSAMENTOEGEWINGS

Studente wat vir eksamentoegewings kwalifiseer en goedgekeur word, moet dit voor elke eksamensessie met die modulevoorsitter bevestig hê. Dit bly u verantwoordelik om alle departement te kontak.

I. DEFINISIES/WOORDELYS

- Gedurende 'n eksamen – Die tydperk vanaf die aanvang tot die einde van 'n eksamen. Dit sluit enige tyd in wat toegelaat word vir die lees van 'n vraestel. eldige rede – Enige nie-nakoming van die vereistes of enige gedrag van 'n student wat ingevolge die Disiplinêre Kode vir Studente en Reëls vir Studentegedrag as “wangedrag” geklassifiseer kan word.
- Student – Enige persoon wat amptelik ingeskryf is vir 'n vak/module of kursus wat deur die Universiteit aangebied word.

Kind regards / Vriendelike groete



Collette Schroeder

Head : Examinations Office
Centre for Student Administration

*Hoof: Eksamenkantoor
Sentrum vir Studente-administrasie*