



UNIVERSITEIT • iYUNIVESITHI • STELLENBOSCH • UNIVERSITY



28 April 2021

RULES AND REGULATIONS DURING UNIVIGILATED ASSESSMENTS FACULTY OF MEDICINE AND HEALTH SCIENCES

These requirements apply to all formal un-invigilated University Assessments 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 REQUIREMENTS APPLICABLE PRIOR TO THE ONLINE FROM HOME ASSESSMENT

Students should note the following general assessment rules:

- Students should be online, logged into SunLearn at least 30 minutes before the commencement of the assessment.
- Students may not use class notes or have access to devices with class notes during the official assessment. Students may not open any other browsers on your device when logged into SunLearn for an assessment.
- Students are required to read the instructions of the assessment question paper carefully. Students will also receive a notice from the department, via SunLearn, which outlines the process for the specific assessment. 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 assessments and read Disclaimers carefully.
- **Students who share physical space during the assessments 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 and who have not changed their assessment venue do not need to do this again.**
 - **Students who have completed these forms and who changed their assessment venue must complete a new declaration form. The newly completed form must be sent to tygexams@sun.ac.za.**

saam vorentoe • masiye pbambili • forward together

PLEASE NOTE: Any breach of the following requirements relating to assessments 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.

B. WRITING TIME

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

C. UNAUTHORISED MATERIAL DURING THE ONLINE FROM HOME ASSESSMENT

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 assessment, unless the module chairperson has given explicit permission for this.

Students are not permitted to take screenshots of any assessment information, using any installed or built-in application, cell-phone 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.

D. COMMUNICATION DURING THE ONLINE FROM HOME ASSESSMENT

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 assessment. Available lecturers and/or support staff will join your class group on WhatsApp for the duration of the assessment.

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

E. REPORTING CONNECTION PROBLEMS DURING THE ONLINE FROM HOME ASSESSMENT

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.

F. FAILURE TO ATTEND AN ASSESSMENT

A student who does not attend an assessment, at the time and place published in the final timetable, will not have access to another assessment opportunity. Only students who are prevented from taking an assessment by illness or other acceptable reasons, and whose application for leave of absence is approved by the relevant module chairperson and program coordinator, will be accommodated.

G. SPECIAL AND SICK ASSESSMENTS

Application forms for leave of absence from assessments are available from the Assessment Office tygexams@sun.ac.za and **must be submitted within 24 hours** of the assessment that was missed. (Students must submit a LOA application form with all relevant and valid supporting documents.)

H. ASSESSMENT RESULTS

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

I. STUDENTS WITH ASSESSMENT CONCESSIONS

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

J. DEFINITIONS/GLOSSARY

- During an assessment – The period of time from the start of an assessment until its conclusion, including any time allowed for reading an assessment paper. Where appropriate, these rules and regulations will also apply outside an assessment 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.

Farah Fredericks

Deputy Registrar & Head: Centre for Student Administration



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REËLS EN -REGULASIES VIR ASSESSERINGS SONDER TOESIG
FAKULTEIT GENEESKUNDE EN GESONDHEIDSWETENSKAPPE

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

A. ALGEMEEN

Studente moet asseblief let op die volgende algemene assesseringreëls:

- Studente moet minstens 30 minute voor die aanvang van die assessering aanlyn en aangeteken wees op SunLearn.
- Studente mag nie gedurende die amptelike assessering klasnotas gebruik of toegang hê tot toestelle met klasaantekeninge nie. Studente mag nie enige ander blaaiers op hul toestel oopmaak wanneer hulle vir 'n assessering op SunLearn aangeteken is nie.
- Studente moet die opdragte op die assesseringvraestel aandagtig lees. Studente sal ook via SunLearn 'n kennisgewing van die department ontvang wat die proses vir die bepaalde assessering 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 assesserings voorberei en Vrywarings deeglik lees.
- **Studente wat 'n fisiese ruimte tydens die assessering deel, moet 'n verklaringsvorm invul om dit aan te dui. Die ingevulde vorms moet na tygexams@sun.ac.za gestuur word.**
 - **Studente wat hierdie vorms voltooi het en wat **nie hul assesseringslokaal verander het nie**, hoef dit nie weer te doen nie.**
 - **Studente wat hierdie vorms voltooi het en **wat hul assesseringslokaal verander het**, moet 'n **nuwe verklaringsvorm invul**. Die nuut voltooide vorm moet by tygexams@sun.ac.za ingedien word.**

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

B. ONGEMAGTIGDE MATERIAAL

Studente mag nie gedurende die assessering 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 assesseringinligting voor, tydens of ná die assessering neem of dit in enige vorm via sosiale media deel nie. Enige poging om hierdie of enige ander assessering te kopieer, sal dissiplinêre optrede teen die student tot gevolg hê. Enige student wat in besit van skermgrepe/afskrifte van hierdie assessering in enige vorm of formaat betrap word, sal die dissiplinêre gevolge ooreenkomstig Stellenbosch Universiteit se Dissiplinêre Kode dra.

C. KOMMUNIKASIE GEDURENDE DIE ASSESSERING

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

Studente mag nie op enige wyse met ander studente kommunikeer om antwoorde op die assesseringvrae te bekom nie. Studente moet alle assesserings 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 assessering 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 assessering enige probleme met internetkonnektiwiteit verkeerdlik of valslik rapporteer ten einde 'n onbillike voordeel te verkry.

E. AFWESIGHEID VAN 'N ASSESSERING

'n Student wat nie 'n assessering bywoon, op die tyd en plek wat in die finale rooster gepubliseer is, nie, sal nie toegang tot 'n ander assesseringsgeleentheid kry nie. Slegs studente wat deur siekte of ander aanvaarbare redes verhinder word om 'n assessering af te lê, en wie se aansoek tot verlof tot afwesigheid deur die relevante modulevoorsitter en programkoördineerder goedgekeur word, sal geakkommodeer word.

F. SPESIALE EN SIEKTE-ASSESSERINGS

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

G. ASSESSERINGUITSLAE

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 assesseringuitslae en kennisgewings ontvang.

H. STUDENTE MET ASSESSERINGTOEGEWINGS

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

I. DEFINISIES/WOORDELYS

- Gedurende 'n assessering – Die tydperk vanaf die aanvang tot die einde van 'n assessering. 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 Dissiplinêre 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.

Farah Fredericks

Adjunkregistrator & Hoof Sentrum vir Studente-administrasie