

# COVID-19 PROTOCOL FOR A4 INVIGILATED EXAMINATIONS AT THE SU MAIN CAMPUS EXAMINATION VENUES

## 1. PROTOCOL FOR STUDENTS AT EXAMINATION VENUES

Date: 15 December 2020

### 1.1. GENERAL RULES

- 1.1.1. Always wear a face mask (for the full duration of your assessment).
- 1.1.2. No student will be allowed entry to the building and to the examination venue without a mask.
- 1.1.3. You are requested to keep a safe physical distance (1.5 m) at all times.
- 1.1.4. Ensure that you complete your daily health check before you leave your place of residence. Please note this is required for each examination session.
- 1.1.5. You can use one of the following options below for your daily health check. These options are data – free and does not require the use of a smartphone:
  - *Higher Health Check* tool: <https://healthcheck.higherhealth.ac.za>
  - Whatsapp: 0600 11 0000/
  - Dialling: \*134\*832\*2#
- 1.1.6. To prevent delays to the start of the examination session, please take a screenshot of your screening status outcome before you arrive at the building and have it ready upon arrival to show to the security guard in front of the building and to the invigilator at the entrance door of the examination venue.
- 1.1.7. For entry into the building and the examination venue, a green/ low-risk status is required.
- 1.1.8. Students with any other color status and students who are sick **will not be allowed to enter the examination venue and will thus not be able to sit for the examination.**
- 1.1.9. Arrive at least 30 min prior to the start of an examination session at the scheduled venue.
- 1.1.10. For students who will be writing in examination venues at main campus, this information will be published on the website. You may check the student portal by 13 January 2021.
- 1.1.11. No additional time will be given if you arrive at the venue after the examination session has commenced, **irrespective of the reason.**

## 2. OUTSIDE THE BUILDING AND THE EXAMINATION VENUE

- 2.1. Upon your arrival at the examination venue, proceed to the table outside the venue to fill in the COVID-19 register.
- 2.2. Adhere to a safe physical distancing (1.5m apart) from other persons/ students outside the building and outside the venue.
- 2.3. Follow the demarcations for safe physical distancing which will be visibly indicated on the floor outside the venue.

## 3. ENTRY TO THE EXAMINATION VENUE

- 3.1. There will only be one entrance to the examination venue.
- 3.2. Please have your Healthcheck screenshot and your student card ready.
- 3.3. Proceed to the entry door at the venue where you will be required to:
  - 3.3.1. Show your green Healthcheck passport (take a screenshot of this) to the invigilator at the door.
  - 3.3.2. The invigilator will supply you with sanitizer to sanitize your hands and will allow you entry to the venue with the cell phone technology.
  - 3.3.3. Show your student card to be scanned against the cell phone at all main campus venues.

- 3.4. Once you are inside the venue, the senior invigilator will indicate your seat to you.
- 3.5. Students will be required to fill up the venue from the back in an orderly fashion (usually from the last seat in a row which is attached to the wall in most venues).
- 3.6. Walk in a single file and in a one – way direction to your allocated seat.
- 3.7. Sit at a clearly marked desk. The seating arrangements will have 2 seats open between students in a particular row with the front- and back row being empty.

#### **4. BEFORE THE START OF THE EXAMINATION SESSION**

- 4.1. Official standardized announcements will be made once - off by the senior invigilator before the start of the examination session, which will include the points below:
  - 4.1.1. All cell phones and electronic technology must be switched off and be placed face-down on your desk for all written examinations (or otherwise specified by the lecturer for examinations scheduled to take place in computer – user areas).
  - 4.1.2. Please 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).
- 4.2. Question papers, answer books and name slips will be handed out to you by invigilators who will sanitize their hands regularly.
- 4.3. Please familiarize yourself with the rules on the back of the answer book.
- 4.4. Do not start to read the question paper or start writing until instructed to do so by the senior invigilator.
- 4.5. You will be required to complete a name slip to confirm your attendance inside the examination venue and you will need to allocate your seat number to your name slip. Indicate your seat numbers clearly, which will be visibly marked on the desk, on the answer scripts and on the name slip. The name slips will be collected within the first 15 minutes of the session. The senior invigilator will add your respective seat number, obtained from the name slip received from you, to the register against your name. The register will be handed to the Examinations Office to file for possible COVID-19 tracing purposes if the need arises.
- 4.6. You are reminded to inform the lecturer should you fall ill/ develop symptoms 48 hours after the examination session for the campus officials at Campus Health Services to request the attendance registers from the Examinations Office in order to conduct possible contact tracings.
- 4.7. If anyone sickens during the examination session, the campus point person will be alerted by the senior invigilator and you will be accompanied to a designated institutional isolation room in the building.

#### **5. DURING THE EXAMINATION SESSION**


- 5.1. Students must select extra answer books (pink) from a box themselves, supplied by the invigilator. Simply raise your hand if you require an additional book during the examination session.
- 5.2. Invigilators must limit walking. One invigilator will be stationed at the back of the venue and another invigilator will be at the front of the venue overseeing the students from their respective positions.
- 5.3. You will be accompanied by an invigilator ¾ of the way to the restroom if the need arises. There are only 2 invigilators allocated to an examination venue therefore students should exercise patience when waiting to be escorted to the rest rooms by an invigilator. However, you are reminded to make a turn at the restrooms **before the start of your examination session to limit walking**. You are required to sanitize your hands upon re-entry to the examination venue.

- 5.4. Students may leave the venue after 45 minutes of writing time. Try to avoid contact with other students who are still writing when you get up because the boxed seating makes it easy for a student who gets up, to unintentionally rub against another student.

## 6. AT THE END OF THE EXAMINATION SESSION

- 6.1. Announcements will be made by the senior invigilator to mark the end of the examination session.
- 6.2. You will be required to place your answer book (please place any additional pink books, which are clearly numbered, inside the green/ yellow answer book) inside a designated box which will be positioned on the desk at the front of the examination venue.
- 6.3. Do this in a single file and follow the safe physical distancing rule. Do not hand your answer books over to the invigilators. Invigilators will not be allowed to handle the answer books.
- 6.4. Do not to leave anything behind in the examination venue because these items will be thrown away/ destroyed for hygiene reasons.
- 6.5. Do not switch your cell phone/ technological devices on while you are still inside the examination venue or still in possession of your answer books.

**PLEASE FAMILIARIZE YOURSELF WITH THE RULES ON THE BACK OF THE EXAMINATION ANSWER BOOK**



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jou kennisvenoot • your knowledge partner

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### REÛLS EN VOORSKRIFTE VIR EKSAMENS / RULES AND INSTRUCTIONS FOR EXAMINATIONS

**Lees asseblief die volgende reëls en voorskrifte vir eksamens, en teken dan die verklaring regs bo op die voorblad:**

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, geskifte, sakrekenaars en ander elektroniese apparaat) word nie in die eksamenlokaal toegelaat nie, tensy die gebruik van spesifieke items uitdruklik toegelaat of voorgeskryf word.
5. Jy moet jou selfoon afskakel en gesig ondertoe voor jou op die skryfblad plaas vir die volle duur van die eksamensessie.
6. Jy moet jou polshorlosie afhaal en gesig ondertoe saam met jou selfoon op die skryfblad plaas.
7. Jy mag nie die antwoord of 'n gedeelte van die antwoord wat 'n ander student in sy/haar antwoordboek of op die vraestel geskryf het, lees of afskryf nie.
8. Jy mag nie dele van antwoordboeke verwyder nie.
9. Vul die voorblad van elke antwoordboek wat jy gebruik, ten volle in.
10. As jy meer as een antwoordboek gebruik, plaas die tweede en verdere boeke binne die eerste boek wanneer jy inlewer.
11. Alle antwoordboeke wat aan jou uitgereik is, moet aan 'n opsiener oorhandig word voordat jy die eksamenlokaal verlaat.
12. Ekstra tyd word nie toegestaan as jy laat kom nie.
13. Jy word nie toegelaat om die eksamenlokaal binne die eerste 45 minute van die eksamensessie te verlaat nie.

**Please read the following rules and instructions for exams, and then sign the declaration at the top right of the front cover:**

1. You must answer all questions in ink.
2. Read the instructions on your question paper.
3. Communication between candidates in the exam venue is not allowed.
4. Supporting material (including blank paper, books, notes, calculators and other electronic equipment) is not allowed in the exam venue, unless the use of particular items is expressly allowed or prescribed.
5. You must switch off your cellphone and place it face down on the desk in front of you for the full duration of the exam.
6. You must take off your wrist watch and place it face down on the desk together with your cellphone.
7. 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.
8. You are not permitted to remove parts of answer books.
9. Complete in full the front cover of each answer book that you use.
10. If you use more than one answer book, place the second and further books inside the first one when you hand in.
11. All answer books issued to you must be handed in to an invigilator before you leave the exam venue.
12. No extra time will be allowed if you arrive late.
13. You are not allowed to leave the exam venue within the first 45 minutes of the examination session.

## Managing the spread of COVID-19

Staff, student and visitors to SU are urged to take the following precautions against all pathogens:



Wash your hands regularly with soap & water



Use hand sanitiser with a minimum alcohol content of 70%



Stay at home when you feel sick



Use a tissue or an elbow to cover when coughing or sneezing



Avoid close contact with people who are sick



## COVID-19 PROTOCOLS