



## UNIVERSITY OF JOHANNESBURG

**CIRCULAR TO ALL: HEAD OF DEPARTMENTS  
ASSESSMENT OFFICERS  
HEADS OF FACULTY ADMINISTRATION  
EXTERNAL INVIGILATORS**

### **FINAL ASSESSMENT OPPORTUNITIES AS WELL AS OTHER ASSESSMENT OPPORTUNITIES (TESTS) FOR 2021**

The University places a high premium on honesty during the writing of assessment opportunities. Therefore, we rely on the invigilators to implement the assessment opportunity regulations (which also apply to tests) strictly and to report any dishonesty immediately for steps to be taken according to the existing procedures.

Therefore, you are kindly, but emphatically, requested to abide strictly by your responsibilities as an invigilator in order to assist the University in counteracting any transgressions of assessment opportunity regulations.

#### **1. The following documents are attached:**

- 1.1 Health Protocol on Assessments during COVID 19 (**ANNEXURE 1**)
- 1.2 Power failure/State of emergency during assessment opportunities (**ANNEXURE 2**).

Please note that for security reasons, assessment venues will remain locked until just prior to an assessment opportunity. Protection Services will manage a central service point to make keys to assessment venues available to the respective invigilators 30 minutes before the commencement of an assessment opportunity and to receive the keys again after the termination of an assessment opportunity.

The Central Service Points are situated as follows:

APB	Assessment Distribution Office A – GREEN 23
APK	Assessment Distribution K05
DFC	Assessment Distribution Maropeng Building Room G 84
SWC	Assessment Distribution Ukhamba Building Office ADB108

The arrangements pertaining to keys to venues do not apply to assessment opportunities written in departmental venues with smaller numbers of students.

The departments making use of internal invigilators (lecturers) should provide them with a copy of this document.

Your cooperation in ensuring the success of the assessment opportunity process is appreciated.

#### **2. Emergency Contact Details: Protection Services**

##### **2.1 What is an emergency?**

An emergency is any immediate threat to life and property that requires an immediate response of the appropriate authorities (e.g. the UJ's Protection Services, or fire and ambulance emergency services). Examples of emergencies include serious injury or illness, fire, or crime in progress. If you are unsure whether a situation constitutes an emergency or not, contact the Protection Services control room anyway.

2.1.1 In all cases of students needing medical attention, the help of the Protection Services should be called in immediately, the student must be calmed down, if possible the student must be removed from the venue and one Invigilator must attend to the student until the medical staff arrives. If the student is removed to be taken to Campus Health, all personal items must be collected and handed over to the medical officer. The assessment paper and script must be endorsed accordingly and handed over to the Chief Invigilator / Course Coordinator. The incident must be recorded on the Venue Movement Report.

## 2.2 Control Rooms

APK (Auckland Park Kingsway Campus)		
Control room (Library Bridge Basement)	= 011 559 2555/3400	
Isaiah Ramakgolo (Head)	= 011 559 2630	072 048 8388
APB (Auckland Park Bunting Road Campus)		
Control room (Cnr of Ibis and Bunting Road)	= 011 559 1312/1076	
Thompson Mkanzi (Head)	= 011 559 1026	082 970 7245
DFC (Doornfontein Campus)		
Control room (Near Main Entrance)	= 011 559 6450/6085	
Thompson Mkanzi (Head)	= 011 559 6477	082 970 7245
SWC (Soweto Campus)		
Control room (Near Main Entrance)	= 011 559 5555	
Wellington Ngubane (Head)	= 011 559 5523	076 553 7615

## **SHELLAINE ROOI**

Senior Manager: Assessment  
10 August 2021

## UNIVERSITY OF JOHANNESBURG

**HEALTH PROTOCOL ON ASSESSMENTS DURING COVID 19****SUMMARY OF TEST AND ASSESSMENT REGULATIONS FOR STUDENTS**

1. It is compulsory for all students to always wear a protective face mask on entering the grounds of the University of Johannesburg. Masks may not be removed during Assessments.
2. Personal contact between students is not permitted. Keep a personal distance of 1.5 meters per student.
3. You must remain in the assessment venue for at least 30 minutes, after the start of the assessment opportunity.
4. By signing the attendance list, you agree to adhere to the Assessment Rules and Policies as set out by the University of Johannesburg
5. You may leave the assessment venue temporarily, but only if you have obtained prior permission from the Head Invigilator. You will be escorted by an Invigilator.
6. Smoking is prohibited.
7. The sharing of any stationary is prohibited.
8. Indicate that you require the attention of an invigilator by raising your hand.
9. Please ensure that you are in possession of the correct assessment paper.
10. You may write only in the assessment scripts provided.
11. No assessment scripts or part thereof may be removed from the Assessment venue.
12. Books and pocket calculators or any other instrument may be used only if indicated on the question paper and may not be shared with other students.
13. You may have documents/notes in your possession only if the invigilators provide them.
14. You may not assist anyone or attempt to obtain assistance from anyone.
15. Cell phones are to be switched off and placed face down on top of the desk next to your student card. If you touch your cell phone during an assessment session, it will be confiscated as evidence in the disciplinary steps to follow.
16. All wristwatches must be removed and placed with your cell phone.
17. If an irregularity is identified, the assessment scripts will be collected, all evidence will be confiscated, and disciplinary action will follow.
18. Should you have any Covid symptoms it should immediately be brought to the attention of the Chief / Head Invigilator who will follow the prescribed protocols.
19. If any student falls sick within the next 48 hours after the exams, the student must alert Campus Officials for contact tracing.

20. When a student requires a bathroom break during the exam, the Toilet register must be completed and upon return, the student must sanitize his/her hands before entering the venue.

21. If any stationary is left in the exam venue after the assessment, these items will be destroyed for hygiene reasons.

Good luck with the assessment opportunity, you may start now. The time is .....

**SHELLAINE ROOI**

Senior Manager: Assessment

10 August 2021

**UNIVERSITY OF JOHANNESBURG**  
**NOTICE TO ALL CHIEF INVIGILATORS**

**POWER FAILURE / STATE OF EMERGENCY DURING ASSESSMENT OPPORTUNITIES**

1. Considerable progress has been made in providing emergency power during a power failure. In the event of a **power failure** that would result in insufficient light, making it impossible for students to continue writing an assessment opportunity, the following regulations will apply:

- 1.1 The Chief Invigilator requests the students to remain in their seats and to maintain silent.
- 1.2 Supervisors open the access doors to allow some light into the venue.
- 1.3 (a) The Timetable Division is contacted to reschedule the assessment. The following timetable employees may be contacted on the respective campuses for rescheduling.

Gerda Language	083 710 4067	APK
Gerda Language	083 710 4067	APB
Thapelo Ramafoko	078 101 8559	DFC
Sinethemba Zani	079 739 7294	SWC

Please convey this information, time, date and venue to the students before they disperse.

- (a) A new question paper will be compiled by the responsible lecturer(s).
- (b) All the assessment opportunity answer sheets, as well as the question papers, must be handed in at the doors.
- (c) The venue, time and date for the rescheduled assessment opportunity will also be published on the student portal.
2. In the event of a **state of emergency**, the following will apply:
- 2.1 The Chief Invigilator requests the students to vacate the premises in an orderly manner and to assemble at a central point (e.g. the Auditorium) where further instructions will be issued.
- 2.2 All the assessment opportunity answer sheets, as well as the question papers, must be handed in at the doors.
- 2.3 If it is not possible to return to the venue or an alternative venue after 30 minutes, the assessment opportunity will be rescheduled as in 1.3(a) above. Points 1.3(b) and (d) will also be applicable.

**SHELLAINE ROOI**  
 Senior Manager: Assessment  
 10 August 2021