



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 2023

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 Assessment Rules (**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 D1 Lab 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 using 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 from 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 and taken to Campus Health, all personal items must be collected and handed to the medical officer. The assessment paper and script must be endorsed accordingly and handed 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
Hlalele Chris	= 011 559 3121
APB (Auckland Park Bunting Road Campus)	
Control room (Cnr of Ibis and Bunting Road)	= 011 559 1312/1076
Chris Moroiana	= 011 559 1026
DFC (Doornfontein Campus)	
Control room (Near Main Entrance)	= 011 559 6450/6085
Isaiah Ramakgolo (Head)	= 011 559 2630
SWC (Soweto Campus)	
Control room (Near Main Entrance)	= 011 559 5555
Wellington Ngubane (Head)	= 011 559 5523

SHELLAINE ROOI

Senior Manager: Assessment
24 August 2023

SUMMARY OF TEST AND ASSESSMENT REGULATIONS FOR STUDENTS

From this point on, all the Rules & Regulations of the University of Johannesburg during an Assessment apply:

1. You may not leave the Assessment venue in the first 30 minutes of an Assessment opportunity, and you may not leave the venue in the last 15 minutes of the Assessment opportunity.
2. No candidate will be allowed to enter the assessment venue 30 minutes after the official starting time.
3. No Smoking or eating will be permitted, and no candidate may leave the assessment venue to smoke or eat.
4. The sharing of any stationery is prohibited.
5. You may not assist anyone or attempt to obtain assistance from anyone.
6. ALL cell phones **MUST** 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, it will be considered a transgression and confiscated as evidence in the disciplinary steps to follow.
7. **ALL** wristwatches must also be removed and placed with your cell phone.
8. The use of earphones is prohibited, and all caps must be turned around.
9. If you require a bathroom break during the Assessment, the bathroom break register must be completed on exit of the venue and upon return, and you will be escorted by an invigilator.
10. Should you require the attention of an invigilator, kindly indicate so by raising your hand.
11. Books and pocket calculators or any other instruments may be used **ONLY** if indicated on the question paper and may not be shared with other students.

12. You may **NOT** have any documents/notes in your possession unless provided by the invigilators. In the case of an open-book Assessment, no cell phones or laptops may be used.
13. Please ensure that you are in possession of the correct assessment paper.
14. You may write only in the assessment scripts provided.
15. No assessment scripts or part thereof may be removed from the Assessment venue.
16. If an irregularity or transgression is identified, the assessment scripts will be collected, all evidence will be confiscated, and disciplinary action will follow.

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

SHELLAINE ROOI

Senior Manager: Assessment

19 April 2023

UNIVERSITY OF JOHANNESBURG

NOTICE TO ALL CHIEF INVIGILATORS

**POWER FAILURE / STATE OF EMERGENCY DURING EXAMS/FINAL ASSESSMENTS
IN A LECTURE- OR ASSESSMENT VENUE, OR A COMPUTER LAB**

1. Considerable progress has been made in providing emergency power to centralised venues during power failures. In the event of a **power failure** (or network connectivity issues in a computer lab) that would result in non-operational computers and/or possibly insufficient light, making it impossible for students to continue writing/completing an examination paper, the following regulations will apply:

- 1.1 The Chief Invigilator requests the students to remain in their seats and to maintain silence.
- 1.2 Invigilators/Tutors open the access doors to allow some light into the venue.
- 1.3 Allow 30 minutes for power (or network connectivity) to be restored. If not restored within 30 minutes, proceed to the following steps below:
- 1.4 (a)
 - If the exam is being conducted in a lecture- or assessment venue, inform the Assessment Team and contact Timetable Division staff member listed below to either source a new venue in the same session (if feasible) OR to re-schedule the exam paper to a new exam date, session, and venue. Timetable staff will advise regarding the new venue or new exam timetable details. If a new venue can be used in the same session, the students must be moved in the least disruptive manner and escorted by the Invigilation Team and Protection Services to minimise compromising the integrity of the exam paper.

Assessment Team:

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| • Riaan van der Merwe (Protection Services) | 011 559-4062/MS Teams Call/083 758 5131; or |
| • Mary Mokoena (Assessment department) | 011 559-4049/MS Teams Call/082 891 8937; or |
| • Shellaine Rooi (Assessment department) | 011 559-4884/MS Teams Call/083 563 6303 |

Timetable Division Staff:

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| • Gerda Language | 011 559-4875/MS Teams Call/083 710 4067; or |
| • Elsje Hand | 011 559-4874/MS Teams Call/071 330 7812; or |
| • Nkhumeleni Marubini | 011 559-4890/MS Teams Call/079 189 5856 |
- If the exam is being conducted in a computer lab, contact the Timetable Division staff listed above to advise if the online exam paper can proceed in the same computer lab, if/after power has been restored (within the next 5-10 minutes), possibly running over into the next exam session, or if it needs to be rescheduled to another exam session (in the same or a different computer lab). Timetable staff will advise regarding the new exam timetable details:

Please convey the information regarding the new supplied date, timeslot, and venue(s) to the students **before they disperse**.

- (b) In the case of a written exam paper, all the exam answer sheets, as well as the question papers, must be handed in by students at the doors, before leaving the venue.
 - (c) The Assessment Department will utilise the next available question paper (written or online) uploaded to the SAPSS system.
 - (d) The new date, timeslot, and venue(s) for the rescheduled exam paper will also be published on the UJ Web within 24 hours.
2. In the event of a **state of emergency**, the following will apply:
- 2.1 The Chief Invigilator requests the students to vacate the venue/premises in an orderly manner and to assemble at a central point as per emergency evacuation notices in the venue, where further instructions will be issued.
 - 2.2 In the case of a written exam paper, all the exam answer sheets, as well as the question papers, must be handed in by students at the doors.
 - 2.3 Follow steps 1.4 (a) – (d) above to have the exam paper re-scheduled.