



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 Power failure/State of emergency during assessment opportunities (**ANNEXURE 1**).
- 1.2 Assessment Rules (**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
Chris Hlalele = 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
05 October 2023

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 (back up for SWC)
Sinethemba Zani	079 739 7294	SWC (back up for DFC)

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 orderly and assemble at a central point (e.g. the Auditorium) where further instructions will be issued.

2.2 All the assessment opportunity answer sheets and 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

05 October 2023

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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. **Please take note that the assessment venue is under CCTV surveillance: -all recorded material may / can be used in transgressions for further investigation purposes.**
2. 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.
3. No candidate will be allowed to enter the assessment venue 30 minutes after the official starting time.
4. No Smoking or eating will be permitted, and no candidate may leave the assessment venue to smoke or eat.
5. The sharing of any stationery is strictly prohibited.
6. You may not assist anyone or attempt to obtain assistance from anyone.
7. 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.
8. **ALL** wristwatches must also be removed and placed with your cell phone.
9. The use of earphones is prohibited, and all caps must be turned around.
10. 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.
11. Should you require the attention of an invigilator, kindly indicate so by raising your hand.
12. 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.

13. 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.
14. Please ensure that you are in possession of the correct assessment paper.
15. You may write only in the assessment scripts provided.
16. No assessment scripts or part thereof may be removed from the Assessment venue.
17. 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 is and you may now start.

SHELLAINE ROOI

Senior Manager:

Assessment

28 September 2023