



EXAMINATIONS OFFICE

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COVID-19 PROTOCOLS FOR STUDENT EXAMINATIONS

The information contained in this document covers protocols or recommendations in line with those released by the National Institute for Communicable Diseases (NICD), Department of Health (DOH) and World Health Organisation.

A. BEFORE THE EXAMINATION

Access to campus

1. You are advised to come to campus *at least one hour* before the start of your exam to ensure that you are cleared through the access point in good time.

Before arriving, you must complete the UCT daily health screening app. You are responsible to ensure that your mobile phone is fully charged in order to present your health status at the CPS access point.

2. You may access the UCT Health app by clicking on the following link:
https://uct.service-now.com/sp?id=daily_screening

Guidelines for this process are available on the Examinations site, which is accessed via the main UCT website.

3. All students are required to present their daily health status at the CPS access point in order to gain access to campus. Please take careful note of the following:

- Only students with a green status notification will be permitted to enter campus. This green status must also be shown to the invigilator at the entrance to the exam venue.
- If you receive an amber status, you must stay at home until better, and contact Student Wellness Services for medical advice if required (021 650 1271 or 021 650 5620).
- If you receive a red status you must stay at home. A red result will automatically generate a message for you to stay at home and you will be contacted by SWS for a consultation. SWS may require that you go into isolation. If you are placed in isolation, your daily health screening app will remain red throughout the isolation period.
- Students who are unable to take an exam on a particular day because of an amber or red status must apply for a deferred exam for that day. Guidelines for this process are available on the Examinations website.
- For further information on what to do when receiving a red status, see Section D of this document.

4. No access will be permitted without a mask.

Examination venues

All exam venues have been prepared according to COVID-19 protocols. Students are assured that all preventative and protective measures, including cleaning, ventilation and social distancing, have been addressed.

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Waiting for admission to the venue

No students may wait for admission in foyers or lobbies.

If the weather is fine you must wait outside (not in lobbies at the venue). You may approach the venue 20 mins before the exam when it will be opened to students.

If the weather is poor, the venues will be opened an hour before the exam and you may approach and enter the venue so that you can wait inside in your allocated seat.

As you pass through the lobbies to be admitted to the venue, you must adhere to the following:

- stand on markers and maintain at least 1.5m distance from other students
 - wear a mask at all times
 - avoid handshaking or hugging, and sneeze or cough into a tissue or your elbow
- COVID-19 marshals will be in attendance to ensure all protocols outside the exam venue are followed.

Failure to comply with any of the protocols listed above may result in a disciplinary charge.

Venue layout

1. Students must adhere to the one-way walking system when accessing and exiting the venue. Half will use entrance #1 and exit #1, and the other half entrance #2 and exit #2. The entrances will be assigned according to your seat number, and will be clearly marked at the venue.
2. For further information on your seat number, see the details outlined below on the inside of the exam venue.

Entering the venue

1. When approaching the exam venue, ensure that you have your health app status ready to present to the invigilator.
2. Stand only on the markers provided as you approach the door.
3. Follow all instructions from invigilators.
4. Before entering the venue, you must sanitise your hands using the foot-operated hand sanitiser provided.
5. You may not shake hands or hug, and must sneeze or cough only into your elbow or a tissue.

Inside the examination venue

1. All exam desks have been allocated a specific, demarcated space. You may not move any desk and must sit only at allocated desks or seats that have been marked for use.
2. The seat numbers that have been assigned to you for each exam are displayed in the last column of your personal timetable, as in the example below.

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CourseCode	Course	ExamName	ExamDate	ExamTime	SessionTime	WritingTime	ExamVenue	SeatNo
ACC4023W	Financial Reporting IV	Paper 1	23-11-2020	10:00 AM	0hrs 30min	2hrs 44min	Sarah Baartman Hall	36
ACC4020W	Managerial Acc & Finance 2	Paper 1	24-11-2020	10:00 AM	0hrs 30min	2hrs 44min	Sarah Baartman Hall	36
ACC4002H	Taxation III	Paper 1	26-11-2020	10:00 AM	0hrs 30min	2hrs 44min	Sarah Baartman Hall	36
ACC4025H	Corp Governance III	Paper 1	27-11-2020	10:00 AM	0hrs 30min	2hrs 44min	Sarah Baartman Hall	36

3. Sanitised wipes will be available at the entrance of the exam venue. Before taking your seat, please use these to sanitise your desk and seat. Used wipes must be placed under your desk, and discarded in bins provided at each exit, after the exam session.

B. DURING AND AFTER THE EXAMINATION

1. Continue to follow all instructions from the invigilators whilst in the exam venue.
2. No food will be allowed.
3. Continue to wear your mask during and after the exam.
4. Should you become ill during the exam, raise your hand to inform the invigilator. As is standard practice for all exams, trained paramedics will be on call during every session to attend to students who requires medical assistance.
5. Should you require medical assistance that requires that you abandon your exam, please apply for a deferred exam. Guidelines for this process are available on the Examinations site, which is accessed via the main UCT website.
6. Disperse immediately when you leave the venue. You may not congregate in lobbies outside the venues.
7. If you test positive for COVID-19 within 48 hours after writing your exam, you must inform your Head of Department immediately.

C. WRITING INVIGILATED EXAMINATIONS OFF CAMPUS

International students who are not able to return to South Africa for their exam may apply for permission to write the paper off campus. If this applies to you, you must complete the ACA40 form (<https://forms.uct.ac.za/studentadmin/aca40.docx>) and submit it to your Faculty Office for approval no less than ten working days before the date of the exam.

Local students are required to take invigilated exams on campus in Cape Town.

D. DEFERRED EXAMINATIONS

If your health status shows as red on the day of your exam, you may not come to campus and must instead apply for a *deferred exam*. Guidelines for this process are available on the Examinations website. Your application must include a screenshot of the red status result.

Note that if you receive a red status on your daily health screen, you will be contacted by a nurse at Student Wellness Services for a virtual consultation. SWS may require you to go into isolation for ten days during which you may not come on to campus to take an exam, SWS may also be contacted at 021 650 1271 or 021 650 5620.

If you are a residence student in isolation, but are asymptomatic and able to take your examination, you will be able to do so at All Africa House under the invigilation of nursing staff. (Students placed in All Africa House will be informed of how to arrange this.)

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If you are isolating at home, you may not come to campus to take an exam but will need to apply for a deferment of all exams that fall into the isolation period.

You will have to take the deferred exam on the date set. This may be either in January 2022, or as otherwise advised by the convener.

E. STUDENTS WITH COMORBID CONDITIONS

Students with comorbid conditions do not qualify for a deferred exam. In *rare* cases you may seek permission to write your exam off campus. This must be done by completing and submitting the ACA40 form (<https://forms.uct.ac.za/studentadmin/aca40.docx>) to your Faculty Office no less than ten days in advance of the paper, for approval by the Vice Chancellor.

If you are living with a person who has a comorbid condition, please follow all safety protocols so that you may attend the exam in person. Consult Student Wellness Services directly if you have any further queries in this regard (021 650 5620/ 021 650 1271).

NOTE:

THE INFORMATION CONTAINED IN THIS DOCUMENT MAY NEED TO BE UPDATED AT TIMES. PLEASE CHECK REGULARLY TO ENSURE THAT YOU ARE ACCESSING THE MOST RECENT VERSION.