



NOTICE TO ALL NWU STUDENTS REGARDING SECOND SEMESTER NOVEMBER AND DECEMBER 2021 SIT DOWN EXAMINATIONS/ASSESSMENTS

COVID PROTOCOL

All students must pass the eFundi Covid-19 test (this is done only once) to enable them to complete the daily DIY Covid-19 health screening in order to receive their health status for the day, well before the assessment, not at the assessment venue.

No student will be allowed access to the venue without having completed his/her daily DIY Covid-19 Pre-Screening test.

No extra time will be allowed if students have to complete the daily DIY Covid-19 Pre Screening test and commences late with the assessment because of this.

Students should wear a mask, which properly covers their mouth and nose, when approaching the venue and adhere to social distance protocol while entering, being seated in, and leaving the venue, in other words, at all times.

Students must familiarise themselves with the venue where they will be writing as well as the seating arrangements, found on eFundi, and outside the venue, before the assessment/examination takes place.

Students should report to their assessment venues within 30 minutes before the relevant commencement of the assessment. To adhere to Covid-19 protocol, many checks and measures have to be put in place, and this takes up time, please adhere to the 30 minute request.

No student will be allowed to enter the assessment venue without a wearing face mask that covers their nose and mouth. No mask, no entry.

Students must present their **GREEN HEALTH TOKEN** at the entrance of the assessment venue.

1. IDENTIFICATION

- Students must also present their NWU university cards at the entrance of the assessment venue.
- If a student cannot present his/her student card, or the student card is illegible:
 1. he/she must collect another card at Protection Services.
 2. he/she can request Proof of Registration from the Student Records Office at the relevant NWU Campus.
- The date on the Proof of Registration must be the same as the assessment date of the relevant module.
- A student must show his/her identification card or drivers licence at the student records office, if the Proof of Registration is retrieved from the above places. If a student has no photo identification with him/her, and someone can WhatsApp or SMS it to him/her, it is accepted if the ID number and photo are clear.
- Alternatively, Proof of Registration can be retrieved via cell phone.
- Steps to retrieve your proof of registration via your cell phone:
 - 1 Log in to www.nwu.ac.za
 - 2 Click on Current students
 - 3 Choose Student Academic Lifecycle Administration
 - 4 Click Help Desk
 - 5 Then choose Get proof of registration, participation marks or exam results
 - 6 Click on RegistrationStudent must then log in with his/her student number and pin

The retrieved Proof of Registration will be verified against the student's identification card or driver's license

- **No extra time will be allowed if students have to collect a proof of registration, ID-document, driver's license and commences late with the assessment due to this reason.**
- Students who are late will not be allowed to enter the assessment room after 30 minutes of the commencement of the relevant assessment.
- Students who are late before the expiry of the first 30 minutes of the commencement of the assessment, will be allowed to enter the venue, but in such instances **NO EXTRA** time will be granted. Students who arrive late will only be allowed into the venue once all announcements have been made.

2. ASSESSMENT VENUE RULES

- Students are not allowed to remove their face masks during the assessment/examination
- Students are not allowed to lower the face mask to expose their noses, the mask must cover the nose and mouth at all times
- Students may not eat or drink during the assessment, as this will mean they have to lower/remove their masks.
- Students who lower or remove their masks will be requested to leave the assessment venue and their assessment paper will be collected immediately.
- Due to the increasing incidents of theft, we advise students not to bring their bags to the assessment venues. If students should bring their bags, it is at their own risk.
- Students may not borrow any item from other students.
- Students must adhere to all instructions on the answer script.

3. PUNCTUALITY

- Students are expected to be seated in their respective assessment venues **20 minutes** before the commencement time.

4. ELECTRONIC DEVICES

- **No** electronic device, for example; tablet, or smart watch are allowed into the assessment venue, unless otherwise stated on the question paper. **Cell phones will be allowed, but only to show the Green Health Token, thereafter it will need to be switched off and remain off until after the assessment.**
- If an invigilator notices **any** electronic device in a student's possession during the assessment, and it is not stated on the question paper that a student may be in possession of such device during the assessment, this will be deemed as an assessment infringement.