SALA Logistics: Timetables and Assessments

NWU RULES FOR ONLINE ASSESSMENTS AND EXAMINATIONS_FINAL

Preamble

The NWU has established detailed rules for the official assessments and examinations to ensure fairness and accountability in all academic processes. These rules are vital in safeguarding the integrity of the university's summative/formative assessment opportunities and reflect NWU's unwavering commitment to transparency and ethical standards. Adherence to these rules is not merely procedural but integral to upholding the trust and academic credibility that underpin the institution's reputation. Through these rules, the NWU strives to foster a culture where scholarly honesty is both a commitment and a shared responsibility. The rules are supplementary to the Manual on Student Discipline and Policy on Academic Integrity.

1 Online Assessments

These rules apply to all online assessments (tests, assignments, and examinations) conducted under the authority of the NWU in accordance with the NWU Policy on Academic Integrity 2024

https://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/2025/2P_2.4.3.2_Policy-on-Academic-Integrity.pdf

Participation in online assessments constitutes acknowledgement and confirmation of students' full compliance with the rules outlined below.

1.1 General Principles

1.1.1 Online assessments must uphold academic integrity, fairness, and the reputation of the University.

1.1.2 Students must familiarise themselves with all examination rules before their assessment.

1.1.3 Participation in an examination constitutes acceptance of these rules.

1.1.4 Only authorised devices, software, and other specified material may be used.

1.2 Examination Conduct

1.2.1 Examination begins strictly at the scheduled time as indicated on the official timetable.

1.2.2 Students must successfully log into the invigilator and complete all the prompts within 30 minutes before the official start time of the examination, which serves as the cut-off time to enter the invigilator web.

1.2.3 Students are not permitted to write examinations on smartphones or tablet devices. Only a laptop or desktop computer may be used.

1.2.4 Students must ensure a quiet, secure environment, a charged laptop or desktop computer with a reliable internet connection, and a fully functional camera and microphone.

1.2.5 Students must complete the Honour pledge on eFundi when submitting.

1.2.6 Students may not submit before 30 (thirty) minutes have lapsed from the commencement of the assessment.

1.2.7 Students are required to use the Invigilator App installed on the browser as per the user guide and training materials ONLY, and not the Invigilator PC App

1.3 Proctoring and Invigilation Tools

1.3.1 All proctored assessments require the continuous use of The Invigilator, as prescribed by distance/part-time examination guidelines.

1.3.2 The provided QR access code must be entered before the scheduled commencement time of the assessment. Failure to enter the QR code will result in the withholding of marks.

1.3.3 Students are not allowed to log out of The Invigilator during the assessments. Their marks will be withheld pending the outcome of an investigation.

1.3.4 The proctoring tool must record a clear, full facial image of the student, as well as the upper half of the body, throughout the duration of the assessment.

1.3.5 Students must resolve all pending proctoring uploads within 2 (two) hours of the assessment; failure to do so will result in marks being withheld.

1.3.6 Proctoring must remain active, with a visible facial image for the duration of the assessment.

1.4 Assessment Submission Rules

1.4.1 Submission via File Upload

1.4.1.1 No e-mailed scripts will be accepted.

1.4.1.2 Scripts that are illegible, incomplete, or uploaded in the wrong format will receive a final mark of 0%.

1.4.1.3 Wrong submissions (e.g. uploading the question paper instead of the answer script) cannot be corrected and will be awarded 0%.

1.4.1.4 Submissions in PDF format must first be uploaded to eFundi and then submitted on the Invigilator app.

1.4.1.5 Only submissions in PDF format will be accepted.

1.4.2 Submission of Multiple-Choice Question/Quiz Examinations

1.4.2.1 Only one submission is allowed; no resubmissions will be granted.

1.4.2.2 Use of multiple browsers or tabs is strictly prohibited except when specified otherwise in examination paper instructions.

1.5 Academic Misconduct

The University has a zero-tolerance policy for any form of dishonesty or cheating during examinations and assessments. All incidents are subject to disciplinary action. Students could be found guilty of misconduct if they:

1.5.1 Possess unauthorised notes, devices, AI tools (e.g. ChatGPT), or external aids during the assessment/examination.

1.5.2 Communicate with any other person in person or via WhatsApp, Telegram, or similar platforms (except official technical support lines) during the assessment/examination. (All notifications of WhatsApp or emails must be switched off during assessment, except when contacting the various Help Lines.)

1.5.3 Use any audio devices (e.g., headphones, audio-to-text software) or smart glasses, or any other devices related to audio equipment during the assessment/examination.

1.5.4 Possess pre-worked out answers, submit plagiarised work, copied material, or use unacknowledged online sources during the assessment/examination

1.5.5 Impersonate another student, falsify their identity, or submit answers that are not their own.

1.5.6 Assist another student to cheat or allow their work to be copied.

1.5.7 To receive or give aid to a fellow student during an assessment/examination.

1.5.8 Workplace computers or restricted devices that block access to examination systems are not acceptable

1.6 Consequences of Misconduct

1.6.1 Marks may be withheld or a final mark of 0% awarded.

1.6.2 Students may be referred to a disciplinary hearing in terms of the Student Disciplinary Code and the NWU Policy on Academic Integrity 2024

https://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/2025/2P_2.4.3.2_Policy-on-Academic-Integrity.pdf

1.7 External Factors Beyond the Control of NWU

The following factors are considered beyond the University's control. Students are reminded that these matters remain the responsibility of the student and will not serve as grounds for special consideration:

1.7.1 Personal network or service provider interruptions.

1.7.2 Malfunctioning or crashing of a personal computer or device.

1.7.3 Power outages (load-shedding) or insufficient storage capacity on a personal computer.

1.7.4 Lack of personal data or internet access.

1.7.5 Non-functional cameras or web cameras required for assessments.

1.7.6 Non-functional computer/laptop/cell phone microphones required for assessments

1.8 Authority and Responsibility

Function	Responsibility
Examination Administration	SALA
Academic Integrity Investigations	SJS/Faculty/Academic Integrity Structures
Student Discipline matters	SJS
Review	Relevant Review Authority/Investigator

1.9 Privacy declaration

Personal information collected through proctoring technologies will be processed in accordance with POPIA and applicable NWU data governance policies.

Original details: (12401242) C:\Users\12401242\OneDrive - North-West University\7 Student Administration, Systems and Affairs\7.1 Student Academic Lifecycle Administration\7.1.9 Examination Administration\Exam Rules\NWU Rules for Online Assessments and Examinations_Final.docm
21 May 2026

File reference: 7.1.9 Examination Administration