

STUDENT CHECKS, PROCEDURES & RESOURCES

The day before the examination:

1. Download all the examination files that will be sent via email from your respective lecturer (these files will also be made available via the Files menu in MS Teams).
2. Download MS Teams onto a device with a camera and make sure that you are comfortable with using the application. No assistance will be provided on the day of the examination.
3. Identify a space that will be suitable for writing your examination. This should ideally be a quiet space where you will not be in contravention of any of the examination rules.
4. Ensure that the device that you will be using for the MS Teams session has been sufficiently charged in the case of load shedding.
5. Ensure that you have a secure internet connection. Please remember that your smartphone may be used as a hotspot in the event of a power outage. If your phone does not have this function, ensure that you ask a family member or friend for help.
6. Download the scanning app for your phone if you do not have other devices to scan your examination script. Please test the quality of your scan before the examination as poorly scanned documents will not be marked (refer to annexure D for guidelines). CamScanner is the recommended application:
 - a. Android: https://play.google.com/store/apps/details?id=com.intsig.camscanner&hl=en_ZA&gl=US
 - b. Apple: <https://apps.apple.com/us/app/camscanner-pdf-scanner-app/id388627783>

7. Ensure that all the relevant app(s) being used for the assessment are installed and working properly.
8. Prepare at least ten (10) A4 size lined pages for you to write on. Refer to Annexure C for the template guidelines.
9. If Moodle is being used in the assessment, students must ensure that they are able to login and access the relevant module site.
10. Read the Invigilation e-Assessment Rules (see annexure A) and ask any questions prior to the examination day if you do not understand what is required of you.
11. Ensure that you have your student card. If you do not have a student card, a copy of your ID and proof of registration will suffice.
12. Complete the consent and plagiarism form that will be sent via email. The form will be completed using MS Forms.
13. Send a picture via email to your lecturer of the following (see image A & B – Annexure B):
 - a. Holding up your student card (Image A)
 - b. Holding up both hands face up (Image B)

The day of the examination:

Start-up Stage:

1. Close unneeded apps and mute notifications so that they are not disturbing during the assessment.
2. Join the MS Teams session via the link provided on the e-mail at the start of the “Start-up” stage.
3. Make sure all unauthorised books and notes are packed away.

4. Click on the MS Teams link provided on the Email
5. Open the exam paper attached to the email "Modulecode_Jan2021"
6. Use the password that will be provided in the MS Teams chat function to unlock the MS word file.
7. If printing of examination documents is required do so now.
8. 15 minutes before the "Examination" stage, the invigilator will start reading the online examination rules.
9. After the rules have been read, please hold up your student card to the camera. Your MS Teams name should match your student card (See image A – Annexure B). You will also be required to hold up the back of your hands (See image B – Annexure B).

Examination Stage:

1. Turn on your camera and ensure that your screenshot is in a position so that the invigilator may have a clear picture of both your hands, desk, and student card (see image C – Annexure B). The invigilator will notify any student if their picture is not sufficient.
2. Turn on your microphone and ensure that is on at all times.
3. If you lose connection for whatever reason, you must re-join the session using the same link. Please note that academic staff will not be able to assist with any technical issues. You may contact Help Desk if you have any technical issues.
4. If you lose connection for longer than a 5-min period, you will be required to submit a police affidavit within 3-days of your examination detailing the reasons for this occurring.
5. During the examination if you have a question, raise your electronic hand, and ask your question using the MS Teams chat function. Remember each time someone speaks the whole group can hear and that is going to be distracting. Thus, no verbal communication is permitted. Please lower your electronic hand after your question has been answered.

6. If you need a bathroom break, please hold up a note to your camera indicating that you wish to go to the bathroom. You must ensure that you are back within 5-minutes. Failure to adhere to this rule will mean you forfeit your examination.
7. It is the student's responsibility to ensure that they check the MS Teams chat for any communication from the invigilator.

Close-out Stage:

1. Keep your camera on while you are scanning and uploading your test script. The invigilator will notify students when they may switch off their cameras and leave the MS Teams meeting.
2. In the event of unforeseen circumstances and you are unable to submit within the allocated time, you are required to submit a police affidavit within 3 days to your lecturer to explain the situation.

Help resources:

Below find 2 video clips have been created to help you prepare for e-Assessment. View these videos prior to the pre-assessment and examination sessions.

View on MS Streams

You may be asked to login using you Mandela Uni student email address and password.

[How to set up your physical examination space and devices](#) | 1 minutes 20s

[Walk-through of the entire examination process on a mobile device](#) | 5 minutes

View on Youtube

[How to set up your physical examination space and devices](#) | 1 minutes 20s

[Walk-through of the entire examination process on a mobile device](#) | 5 minutes

Annexure A

Invigilation e-Assessment Rules

This should be read in conjunction with the original examination rules as laid out by the Nelson Mandela University Examinations Department.

1. Examination rules come into effect as soon as the student enters the virtual examination environment.
2. All instructions given by the invigilator must be followed.
3. Disregarding instructions may lead to disciplinary measures.
4. Only essential stationery and permitted standards may be at your desk.
5. The invigilator will announce the start time and end time. If the assessment has different segments, then the invigilator will announce the different segments start times. Students must keep their own time.
6. Students must write neatly and write their name, surname and student number on each page and clearly number their pages (see Annexure C).
7. Students must read the paper before commencing. If there are questions during the reading time, must raise their electronic hand and then use the chat function to communicate with the invigilator. Once a response has been received students must lower their electronic hand.
8. No communication will be allowed amongst students.
9. Students' microphones must be on at all times. Students may turn down their speaker's volume to avoid being distracted by background noise. Remember each time someone speaks the whole group can hear and that is going to be distracting.
10. Students are not allowed to speak directly to the invigilator unless it is an emergency. Students must ask questions using the MS Teams chat function.
11. Students can use the bathroom by holding up a cue card with the word "bathroom" to alert the invigilator. You must ensure that you are back within 5-minutes. Failure to adhere to this rule will mean you forfeit your examination.

12. No student may use the bathroom in the 1st hour of the examination.
13. The student's camera and microphone must be turned on at all times. During the examination period students may turn down their speaker's volume to avoid being distracted by the background noise.
14. Students are not allowed to wear earphones/headphones
15. Students who lose connection for whatever reason just re-join the session using the same link. Please note that the academic staff nor invigilators would not be able to assist students with any technical difficulties.
16. Students who lose connection for longer than a 5-minute period due to load shedding or any other problem, must submit an affidavit to the lecturer within 3 (three) days after the exam, detailing the circumstance.
17. Where the examination requires a student to scan their written paper(s), students must ensure that their answers are clear and legible.

Annexure B

Image A



Image B



Image C



Annexure D

Nelson Mandela Metropolitan University
Name: JONAS, M - 215285557

Element: STEEL STRUCTURE Job: PRACTICAL

<p><u>STEEL COLUMNS ETC</u></p> <p>305x165x46.1 kg/m I-section galvanised steel in single lengths not exceeding 13m long with base and top plates and connection plates welded on, including holes and bolting to concrete base at bottom (anchor bolts elsewhere)</p> <p><u>Detail of mass</u></p> <p>305x165x46.1 kg/m I-section column</p> <p>X 46.1 kg/m = _____ kg ÷ 1000 = _____ t 2800 - 10 = 2790</p> <p>12mm Base plate X 94.08 kg/m² = _____ kg ÷ 1000 = _____ t 784 x 12 = 94.08</p>	<p>2 2/3 / 0.31 / 0.17</p> <p>10mm Top plate</p> <p>X 78.40 kg/m² = _____ kg ÷ 1000 = _____ t</p> <p>6 1/2 / 0.17</p> <p>90x65x7.07 kg/m L-section cleat</p> <p>X 7.07 kg/m = _____ kg ÷ 1000 = _____ t</p> <p>(end of mass detail)</p> <p>25mm Diameter x 200mm long galvanised mild steel holding down bolt incl. washer as casting in exact position in top of concrete</p>
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✘ BAD SCAN

Nelson Mandela Metropolitan University
Name: JONAS, M - 215285557

Element: STEEL STRUCTURE Job: PRACTICAL

<p><u>STEEL COLUMNS ETC</u></p> <p>305x165x46.1 kg/m I-section galvanised steel in single lengths not exceeding 13m long with base and top plates and connection plates welded on, including holes and bolting to concrete base at bottom (anchor bolts elsewhere)</p> <p><u>Detail of mass</u></p> <p>305x165x46.1 kg/m I-section column</p> <p>X 46.1 kg/m = _____ kg ÷ 1000 = _____ t 2800 - 10 = 2790</p> <p>12mm Base plate X 94.08 kg/m² = _____ kg ÷ 1000 = _____ t 784 x 12 = 94.08</p>	<p>2 2/3 / 0.31 / 0.17</p> <p>10mm Top plate</p> <p>X 78.40 kg/m² = _____ kg ÷ 1000 = _____ t</p> <p>6 1/2 / 0.17</p> <p>90x65x7.07 kg/m L-section cleat</p> <p>X 7.07 kg/m = _____ kg ÷ 1000 = _____ t</p> <p>(end of mass detail)</p> <p>25mm Diameter x 200mm long galvanised mild steel holding down bolt incl. washer as casting in exact position in top of concrete</p>
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✔ GOOD SCAN