

## **RECOMMENDATIONS: ON CAMPUS EXAMINATIONS –COVID PROTOCOLS**

The following protocols were put in place by the Accounting Department for their Face 2 Face examinations:

- Screening took place at the venue (Campus Health, Sister Althea Hawkins could assist)
- 2 venues were set up. One venue for students who had possible symptoms when screened and the other for the rest of the students
- An online examination option was in place for those who were not in Port Elizabeth/ recovering from Covid or isolating.
- From their planning:
  - Safety protocols before, during and after each assessment:
  - Question papers will be printed and 'quarantined' for at least 48 hours prior to each assessment.
  - Question papers and exam books will be placed on desks before students enter the venue. Invigilators will be required to wear sanitised gloves when handling the scripts.
  - Students will be assigned to allocated venues and class lists will be distributed prior to each assessment.
  - Students will be instructed to line up for admission to the venue practicing appropriate distancing protocols. Students will be required to identify themselves as they enter the venue by displaying their student card to an invigilator.
  - Students will be directed to file in and be seated systematically working from the back to the front (or vice versa depending on the structure of the venue) to prevent students needing to walk past each other.
  - Invigilators and students will be required to wear PPE for the entire duration of the assessment.
  - Students may be granted permission to leave the venue if the bathroom is required but will not be allowed to leave the exam venue early as this will be too disruptive if tiered venues are used for assessments.
  - At the end of each assessment:
    - Students will be required to scan and upload their exam scripts to the Moodle platform (using the scanning apps on their cell phones – as has been the practice during online assessments). Hard copies of the scripts will be marked for students who do not have the requisite technology to scan their scripts via an app.
    - Students will then be directed to leave the venue systematically – row by row starting from the front or back row depending on what is most conducive for the given venue.
    - Two boxes will be placed at each exit and students will be requested to leave their scripts and attendance slips in the respective boxes as they exit.
    - Once all students have left the venue, the lid will be placed on the box, and the box sprayed with sanitiser.
    - Scripts will be left in the box for at least 72 hours before marking can commence using these scripts,
    - Given the short turnaround times for completion of the marking process, staff can commence marking using the electronic submissions. After 72 hours, staff can either elect to revert to the hardcopy scripts or complete the process using the electronic submissions.
    - A reconciliation of marked scripts to attendance slips will be performed to ensure that each script is marked.
    - Staff will be reminded to continuously sanitise if electing to use the hardcopy scripts.

**Allowance made for students to write non-venue-based assessments in the following circumstances:**

- Students who are at high risk due to comorbidities.
- Students who have been exposed to Covid-19 in the last two weeks.
- Students who have tested positive for Covid-19 and have not been cleared in terms of normal Covid-19 protocols.

- Students who are not permitted on campus as indicated by the health screening app.
- Students who cannot travel safely to the examination venue (national and international students).
- Students who provide other motivations which will be considered by the Programme Coordinating Committee.

**Communication to their students:**

**PROTOCOLS TO FOLLOW BEFORE THE ASSESSMENT**

1. Print your permit to return to campus. If you do not have a printer save a copy on your phone.
2. Do the online self-screening test by clicking on <https://webapps.mandela.ac.za/screening>. If you are medium or high risk a nurse from the university will get into contact with you to discuss your result. Based on the discussion it will be determined if you will be allowed to write on campus. Please inform me immediately what the outcome of your discussion with the nurse was so that I can make the necessary arrangements for you to write the assessment in a separate venue or from home.
3. If you are experiencing any flu-like symptoms on the morning of the exam, do the self-screening immediately and follow the process described in 2 above.
4. All students are entitled to a once off allocation of PPE. If you need PPE please collect it from North Campus K-Block, Ground Floor, Room 006. Queries: extension 9102 / 1095. To avoid bottlenecks the morning of the assessment I would advise that you collect this the day before.

**PROTOCOLS TO FOLLOW ON THE DAY OF THE ASSESSMENT**

1. Enter the campus using the North Campus entrance, here security will scan your student card and a paramedic will take your temperature.
  - Make sure you are wearing a mask – you will not be allowed to enter without a mask.
  - Have your student card ready to scan at the gate – you will not be allowed to enter without your student card.
  - Have a copy of your permit ready, either on your phone or a printed copy.
2. Arrive at the venue by 07:45 wearing your mask – please do not remove until the assessment has commenced.
  - Make sure you have done the online self-screening between 6am-9am on the morning of the assessment by clicking on <https://webapps.mandela.ac.za/screening> If you are medium or high risk, please inform Mrs Christian/ Mr Freeman ASAP. Take a screenshot of your result and have it available.
3. Line up at the venue, making sure you adhere to social distancing protocols. (Distance of 2m between each student).
4. CTA students:
  - a. Surname A-M Use the normal entrance leading through the passage to Heinz Betz
  - b. Surname N-Z Use the side entrance, which goes directly into the hall
5. PGDA student: there is just 1 entrance to your venue
6. The screeners will start the screening protocols at the entrance of each venue at 08:00. You will be required to show them your screening result and they will take your temperature.
7. Thereafter the invigilator will check your student card – please have this ready
8. You will be directed to your desk. Once in the venue please remain seated at your desk, movement will only be allowed with the permission of the invigilator.
  - YOU MUST WEAR YOUR MASK IN ALL GENERAL AREAS. You may remove it once you are seated at your desk.
  - Both your scenario and the required will be on the desk face down, please do not turn over these documents until you are told to do so.
  - If you need to use the restroom during the assessment, please raise your hand to alert the invigilator. Put on your mask before getting up

from your desk, keep it on until you have returned and are seated again.

9. Once the assessment has been completed, you will be required to scan in your attempt using a scanning app and upload it to Moodle. The link will be on the same Moodle site used for DP Tests.
10. Thereafter you can exit the venue 1 row at a time, the invigilator will direct you.
11. On your way out you must drop your answering script in a box at the door. Exit the venue using the same door through which you entered.
12. During the break, please adhere to social distancing and retake the online screening.
13. You will be required to follow the same process when entering the venue for paper 2.
14. The venues will be Covid cleaned after each exam, however sanitizing wipes will also be available when entering the venue which you can use to wipe down your desk.