



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

Protocol Document: Protocols in Assessment Venues for the June/July 2021 Assessments

All assessment venues for the June/July 2021 assessment period will be cleaned and disinfected at least 2 days before the commencement of the assessment period. All work surfaces and equipment with the venues will be disinfected (wiped, not sprayed) before and after each assessment session. The cleaning will be according to the recommended Wits cleaning protocol.

1.1 Venue Procedures

- a) Hand sanitizer stations will be made available at the entrance of each assessment venue. Hand sanitizer sprays will be made available per assessment session within the venue for the use of the Chief Invigilators and School invigilators.
- b) All persons (Chief Invigilators/Invigilators) will not be allowed entry into a venue without wearing a face mask / face shield. The face mask / face shield must be worn at all times.
- c) Adequate natural ventilation will be ensured by keeping the doors and windows open as far as possible.
- d) Seating within the venue will be arranged to ensure that there is a minimum distance of 1.5-2m between students while writing their assessment.
- e) The Chief Invigilator within the venue will maintain a record of all persons entering the venue to ensure contact tracing.
- f) No later than thirty minutes (30 minutes) before the start of an assessment, school invigilators will ensure they have placed attendance slips, answer books and any other necessary stationery on every desk to be used.
- g) During announcements, only one dedicated chief invigilator may make announcements and the microphone must be sanitized after each announcement.
- h) On leaving the venue, all persons must sanitize their hands.

1.2 Admission of students in the venue

- a) Students will be invited twenty minutes before the commencement of the assessment, and 30 minutes before for large venues to enter and will be assisted to find their seats.
- b) Students will be required to sanitize their hands before entering the venue.
- c) All students entering the venue will be required to wear face mask / face shield at all times. The face mask / face shield must be worn at all times.
- d) Students must enter the venue one at a time, observing social distancing, i.e. at a distance of 1.5- 2m apart.
- e) During the bag tagging / scanning of student card (identity), social distancing must be observed at all times between the security staff and students.
- f) Students must place their bags at the sides of the venue and other personal belongings such as cellular phones, car keys, wallet etc., must be placed in a clear plastic bag beneath their chairs. The University will not be responsible for their security nor be held liable for the loss of such articles.

No person, other than the students, invigilators, an internal examiner, a security officer, an EGO representative or a Head of School, and any auditor, is allowed access to the venue.

1.3 Question Paper and Answer books

Where appropriate and where permission has been granted for the use of separate answer books, this information must be shown in the “instructions to candidates” section on the assessment instructions or in the case of a written assessment, on the front sheet of the question paper. The use of separate answer books for individual questions or individual sections of an assessment should be kept to a minimum, to reduce the handling of the books. Also, note the following:

- a) Before handling the answer books and question papers, the course coordinator must follow the correct hand hygiene protocols, namely, hand washing with soap and water and the use of an alcohol-based hand rub/sanitizer.
- b) As far as possible, all answer books and question papers will be handled 24 hours (minimum) before the assessment takes place to lessen the risk of transmission via touching contaminated paper.
- c) On completion of the assessment, all answer books and question papers will be placed in a box clearly marked answer books and question papers within the venue. Chief and School Invigilators will monitor these submissions to ensure that no student leave the venue with a question paper and/or answer book.
- d) All persons handling the attendance slips/exam books should sanitize their hands before and after handling the slips/exam books.

For all other related assessment procedures that needs to be followed within an assessment venue please refer to the Senate Standing order on the Assessment of Student Learning (2018/1462).