

Faculty of Medicine and Health Sciences

Rules for student conduct during invigilated electronic assessments

Blaai af vir die Afrikaanse weergawe van hierdie reëls

The below rules for student conduct during an invigilated electronic assessment (e-assessment) have been adapted from the Stellenbosch University (SU) "Rules for student conduct during invigilated assessments" as published in the [SU General Yearbook \(Part 1\)](#). Students undertaking written assessments are subject to the before-mentioned SU rules.

If you do not adhere to these rules or the above-mentioned SU rules, or attempt to not adhere to these rules, the appropriate disciplinary action will be taken.

1. Your head, including your ears and face, should always be clearly visible to invigilators while you are in an assessment venue. However, if University regulations require students to wear masks, you must wear a mask that only covers your nose and mouth. Neither your hair nor your clothes (including hats, scarves, or hoodies) may obscure your ears.
2. You must follow all instructions of the invigilators assigned to your assessment venue.
3. You may not communicate with students inside your assessment venues, nor with anybody outside assessment venues.
4. You may not consume any food or drinks (other than water) in the Tygerberg Assessment Centre.
5. You must bring your own pen and other devices, or equipment required for and permitted in the assessment (such as pocket calculators or drawing instruments). You are not allowed to share any stationary, devices or equipment with other students in the assessment venue. Please note that a cell phone that allows for multi-factor authentication (MFA) with login on the computers will be required before the commencement of an online assessment.
6. You may not have on your person or accessible to you any devices capable of handling (including displaying, storing, or transmitting) information (whether mechanical, electronic, or otherwise, including blank paper, books, notes, calculators, phones and writing on your clothes or person) for the full duration of the assessment, unless they are provided to you in the venue (such as the question papers, answer books, or, in an electronic classroom, computers) or the assessment instructions in the question paper expressly permit or prescribe them.

7. If you have access to devices, e.g. pocket calculators or computers in an electronic classroom, you are not allowed to use the devices to process, receive, access, store, or send any information unless the question paper expressly permits or prescribes it. You may not use the devices to open any documents unless the question paper expressly permits or prescribes it.
8. You must switch off all cell phones with you at all times when in an assessment venue. For online assessments, cell phones must be switched off immediately after confirming your identity via multi-factor authentication (MFA). While at your seat, you must place them in the meshed zip bag on your chair behind you for the full duration of the assessment. You may only remove these devices from the bag and turn them on after leaving the assessment venue.
9. You must take off any wristwatches with you and place them in the meshed zip bag on your chair behind you for the full duration of the assessment. You may only remove these devices from the bag after leaving the assessment venue. Timekeeping, visible to all students will be provided during the assessment.
10. If you have any communication, storage, or smart devices, such as memory sticks or earphones, with you, you must place them meshed zip bag on your chair behind you for the full duration of the assessment.
11. The above-mentioned meshed zip bag may not be opened during the assessment and should therefore not be used as a pencil case.
12. If the assessment makes use of a login procedure specific to that assessment (e.g. the assessment login in an electronic classroom), you must use that login procedure and no other login procedure. Please note that a cell phone that allows for multi-factor authentication (MFA) with login on the computers will be required in all computer user areas (CUAs) / venues during online assessments.
13. You may not read or copy any answer or part of any answer that other students are submitting or have submitted.
14. You are not permitted to photograph, take a screenshot of, or copy in any other way the question paper, nor your answers.
15. You must follow the assessment instructions precisely. You are solely responsible for successful submission of your assessment responses, and you must not assume successful submission on FMHSLearn unless FMHSLearn expressly indicates that your submission was accepted. Thereafter, unless instructed otherwise, close all computer programmes or applications and log out from the computer.
16. You are not allowed to leave the assessment venue unless your assessment has been submitted successfully. Students who are required to use the bathroom will be accompanied by an invigilator.

Approved: Faculty Board: Medicine and Health Sciences, 11 August 2025.

Fakulteit Geneeskunde en Gesondheidswetenskappe

Reëls vir studentegedrag tydens elektroniese assesserings onder toesig

Die onderstaande reëls vir studentegedrag tydens 'n elektroniese assessering (e-assessering) onder toesig is aangepas uit die Universiteit Stellenbosch (US) se "Reëls vir studentegedrag tydens assesserings met toesighouding" soos gepubliseer in die [US Algemene Jaarboek \(Deel 1\)](#). Studente wat skriftelike assesserings aflê, is onderhewig aan die voorgenoemde US-reëls.

Indien jy nie hierdie reëls of die bogenoemde US-reëls nakom nie, of probeer om nie by hierdie reëls te hou nie, sal die toepaslike dissiplinêre stappe geneem word.

1. Die toesighouers moet jou kop – ore en gesig ingesluit – heeltyd duidelik kan sien terwyl jy in die assesseringslokaal is. As Universiteitsregulasies egter vereis dat maskers gedra moet word, moet jy 'n masker dra wat net jou neus en mond bedek. Hare of klere (ook hoede, serpe of kappietops) mag nie jou ore bedek nie.
2. Jy moet alle instruksies van die toesighouers wat aan jou assesseringslokaal toegewys is, volg.
3. Jy mag nie met studente binne jou assesseringslokale kommunikeer nie, en ook nie met enigiemand buite assesseringslokale nie.
4. Jy mag geen kos of drankies (behalwe water) in die Tygerberg-assesseringentrum gebruik nie.
5. Jy moet jou eie pen en ander toestelle of toerusting saambring wat vir die assessering nodig is en toegelaat word (bv. sakrekenaars en tekeninstrumente). Jy mag geen skryfbehoeftes, toestelle of toerusting met enige ander student in die assesseringslokaal deel nie. Let asseblief daarop dat 'n selfoon vereis sal word wat veelfaktorbekragtiging (multi-factor authentication of MFA) moontlik maak met die aantekening op die rekenaars voor die aanvang van 'n e-assessering.
6. Jy mag vir die volle duur van die assessering geen toestelle – hetsy meganies, elektronies of van 'n ander aard – wat inligting kan hanteer, vertoon, stoor of oordra – by jou hê of toegang daartoe hê nie (dit sluit skoon papier, boeke, notas, sakrekenaars, telefone en skryfwerk op die klere of lyf in), tensy dit in die lokaal aan jou verskaf is (bv. vraestelle, antwoordboeke of, in 'n elektroniese klaskamer, rekenaars) of indien die assesseringsinstruksies op die vraestel so iets uitdruklik toelaat of vereis.
7. As jy toegang tot toestelle soos sakrekenaars of rekenaars in 'n elektroniese klaskamer het, mag jy nie daardie toestelle gebruik om enige inligting te verwerk, ontvang, besigtig, stoor of versend nie tensy die vraestel dit uitdruklik toelaat of vereis. Jy mag nie hierdie toestelle gebruik om enige dokumente oop te maak nie, tensy die vraestel dit uitdruklik toelaat of vereis.
8. Jy moet alle selfone wat jy by jou het, te alle tye in die assesseringslokaal afgeskakel hou. Vir aanlyn assesserings moet selfone afgeskakel word onmiddellik na bevestiging van jou identiteit via veelfaktorbekragtiging (multi-factor authentication of MFA). Terwyl jy op jou plek sit, moet jy alle selfone in jou besit vir die volle duur van die assessering in die gaas-ritssluitersak op jou stoel agter jou plaas. Jy mag hierdie

- toestelle uit die sak haal en dit aanskakel eers nadat jy die assesseringslokaal verlaat het.
9. Jy moet enige polshorlosies wat jy by jou het, afhaal en vir die volle duur van die assessering in die gaas-ritssluitersak op jou stoel agter jou plaas. Jy mag hierdie toestelle uit die sak haal en dit aanskakel eers nadat jy die assesseringslokaal verlaat het. Tydhouing wat vir alle studente sigbaar is sal gedurende die assessering verskaf word.
 10. Indien jy enige kommunikasie-, stoor- of slimtoestelle (bv. geheuestokkies of oorfone) by jou het, moet jy dit vir die volle duur van die assessering in die gaas-ritssluitersak op jou stoel agter jou plaas
 11. Jy mag die genoemde gaas-ritssluitersak nie gedurende die assessering oopmaak nie, en moet dit dus nie vir 'n potloodsakkie gebruik nie
 12. Indien die assessering 'n aantekenprosedure spesifiek vir daardie assessering behels (bv. die assesseringsaantekening in 'n elektroniese klaskamer), moet jy daardie aantekenprosedure volg en geen ander nie. Let asseblief daarop dat 'n selfoon vereis sal word wat veelfaktorbevestiging (multi-factor authentication of MFA) moontlik maak met die aantekening op die rekenaars in alle rekenaarsgebruikersareas (RGA's)/lokale tydens aanlyn assesserings.
 13. Jy mag geen antwoord of deel van 'n antwoord wat ander studente geskryf het, lees of afskryf nie.
 14. Jy mag nie 'n foto of skermskoot van die vraestel óf jou antwoorde neem of dit op enige ander manier kopieer nie.
 15. Jy moet die assesseringsinstruksies noukeurig volg. Jy is alleen verantwoordelik vir die suksesvolle indiening van jou assesseringsantwoorde, en moenie aanvaar dat inlewering oop FMHSLearn suksesvol was nie, tensy FMHSLearn uitdruklik aantoon dat jou inlewering aanvaar is. Daarvolgens, tensy anders aangedui, maak alle rekenaarprogramme of toepassings toe en teken van die rekenaar af.
 16. Jy word nie toegelaat om die assesseringslokaal te verlaat tensy jou assessering suksesvol ingedien is nie. Studente wat die badkamer moet gebruik, sal deur 'n toesighouer vergesel word.

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