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| **ACA039 - Application form granting Semester Study Abroad (SSA) students special permission to write their exam at another location** | |
| **Note:**   1. Use this form to apply for permission to write an exam at a location other than that scheduled for the exam in terms of rule G20.101 below. | |
| 1. Students who need to defer an exam(s) must follow the usual procedure and complete the [Deferred Examination Application Form](http://forms.uct.ac.za/studentadmin/aca44.pdf). A separate form should be submitted for each course. For students taking their deferred exam remotely, the ACA40 application form should be completed and submitted to the relevant UCT department offering the course in question.   Please note that a request for a deferred exam can only be made on compassionate grounds (ie. A death in the family) or for medical reasons (ie. A serious illness or medical emergency which prevents you from taking your exam).  **NB:** Deferred exams are usually written in January – February of the subsequent year. | |
| 1 General Rules and Policies of the University of Cape Town ([Handbook 3 in this series of handbooks](https://www.uct.ac.za/apply/handbooks/)) | |
| *G20.10* | *Except by the permission of the Senate all examinations must be written at the University. Senate has authorized: …*  *(b) Deans to allow international* ***semester study abroad*** *students to write supplementary or deferred examinations at their home institutions; and*  *(c) The Vice-Chancellor to permit exceptions to this rule in exceptional circumstances*. |
| 3. This form can be used by SSA students unable to sit an exam on the UCT campus. | |
| 4. You will need to provide your reason for making application to take your exam remotely. Please use the notes field on page 2 for this purpose. Note: If your reasons for departing earlier are due to pre-booked flight arrangements or your visa expiring etc., please provide a copy of your flight ticket; study visa etc. when submitting this application. | |
| 5. You will need to confirm the location and time zone from where you will take your exam. | |
| 6. You are responsible for finding an exam invigilator/proctor to administer your exam. Your invigilator/ proctor should be a permanent employee of a university (either academic or administrative staff). Where this is not possible, a suitably qualified professional can be proposed (e.g. teacher, doctor, social worker, librarian, police officer, embassy, consulate official, or religious officer). The proposed invigilator/ proctor should be unrelated to you and may not be a family member or ordinarily resident in your household. If you need support or assistance in finding a suitable invigilator/ proctor, contact the International Academic Programmes Office (IAPO) at [ssaexams@uct.ac.za](mailto:ssaexams@uct.ac.za) | |
| 7. You will need to provide current and reliable invigilator/proctor contact details should you be taking your remote exam through a live invigilator. | |
| 8. Online proctoring is not available for all exams. Details will be provided about which exams can be taken using the online proctoring service ProctorU. To be eligible for online proctoring, you must ensure you have access to the appropriate technical equipment. Register a user account with ProctorU and successfully complete the technical specifications test. See attached proctor reference guides for more information. | |
| 9. Use the time-zone calculator provided to confirm the local time at which you will be taking your exams, based on the time zone in which you will be located. | |
| 10. Once approved, the Dean will submit this form with all the details about the invigilator/ proctor to the Exams Office at least 10 working days before the scheduled date to allow the Exams Office time to make the necessary arrangements. Subject to approval from the University Senate and Council, the Dean may act for the Vice-Chancellor under rule G20.10(c) for this exam session. | |
| 11. The International Academic Programmes Office (IAPO) will bear the cost for: i) the online proctor service, for online proctored exams and ii) for the courier delivery of the original exam answer script, for live proctored exams, through the designated TNT courier service. | |

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| **STUDENT DETAILS** | | | |
| Student name |  | | |
| Student email |  | | |
| Student number |  | | |
| UCT Faculty of registration |  | | |
|  | | | |
| **HOME INSTITUTION** | | | |
| Name of home institution |  | | |
| Country |  | State (if USA) |  |
| Name of contact person  (at home institution) |  | | |
| Email address of contact person |  | | |
|  |  | | |
| **EXAM DETAILS** | | | |
| Course title |  | | |
| Course code |  | Exam date |  |
| Exam time (Cape Town) |  | | |
| ProctorU for online proctoring |  | | |
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| **NOTES AND SUBSTANTIATING DOCUMENTATION**  Kindly indicate your reasons for applying to take your UCT exams remotely, providing relevant supporting documentation (eg. a copy of your flight ticket or study visa information) where relevant. | | | |
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| **PROCTOR/ INVIGILATOR DETAILS (select A or B)** | | | | | | | | | | | |
| **OPTION A: ONLINE PROCTORING**  To take the exam using an online proctor, you must meet certain technical specifications. The onus is on you to confirm that you meet the requirements to take your exam online. | | | | | | | | | | | |
| ProctorU account username | | | | | |  | | | | | |
| Exam location (State/City and Country from where exam will be written) | | | | | |  | | | | | |
| Local exam time  (using the time zone calculator to confirm your exam time based on the time zone from where you will take your exam) | | | | | |  | | | | | |
| **Equipment test for ProctorU**  Have you tested your computer equipment and do you meet the technical specifications for the following? | | | | | | | | | | | |
| Camera detected | | | YES / NO | | | Microphone detected | | | | YES / NO | |
| Ports are open | | | YES / NO | | | Flash is supported | | | | YES / NO | |
| Bandwidth speed sufficient | | | YES / NO | | | Operating system supported | | | | YES / NO | |
| I have access to a quiet location where I can take the exam online without interruption | | | | | | | | | | YES / NO | |
| **OPTION B: LIVE PROCTORING/ INVIGILATION** | | | | | | | | | | | |
| Proctor’s name | | | | | |  | | | | | |
| Proctor’s email address | | | | | |  | | | | | |
| Proctor’s contact number | | | | | |  | | | | | |
| Authority held  (proctor’s position or job title) | | | | | |  | | | | | |
| Institution name | | | | | |  | | | | | |
| Exam location (State/City and Country from where exam will be written) | | | | | |  | | | | | |
| Local exam time  (using the time zone calculator to confirm your exam time based on the time zone from where you will take your exam) | | | | | |  | | | | | |
| I, |  | | | | (*Proctor details*), understand that the examination must | | | | | | |
| be held under the same conditions as at the University of Cape Town (refer to the [Invigilator Guidelines](#invigilator_guidelines) below) and that it must be scheduled for the ‘local exam time’ which matches the students remoted exam location, based on the time-zone mapping calculator. | | | | | | | | | | | |
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| ***FOR UCT OFFICE USE ONLY*** | | | | | | | | | | | |
| **Staff notes and instructions**  IAPO, Exams Office, Faculty Office, Academic department | | | | | | | | | | | |
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| **For completion by the approving Dean** | | | | | | | | | | | |
| I, |  | | | , Dean of Faculty of | | | | |  | | , do |
| hereby declare that I have approved the above application and that the information supplied above meets the standards set by the University of Cape Town. | | | | | | | | | | | |
| Signature | |  | | | | | Date |  | | | |

**UNIVERSITY OF CAPE TOWN**

**INSTRUCTIONS TO PROCTORS**

***THE INSTRUCTIONS BELOW MUST BE FOLLOWED STRICTLY***

1. **PROCEDURE BEFORE THE EXAMINATIONS BEGIN**

1.1 Using the password provided by the Examinations Officer, the proctor should open the electronic password-protected exam paper and print sufficient copies for all candidates taking the exam under their invigilation. These must be held confidentially in a secure location until the exam commences to maintain the integrity of the exam question paper.

1.2 The proctor should familiarize themself with the instructions on the exam paper and ensure that all materials are available for the candidate(s).

1.3 Exam answer booklets should be prepared for each candidate to write their answers. An electronic copy of the UCT answer book is provided. Copies can be printed on A3 paper and compiled into booklets. Booklets should comprise four A3 sheets of paper, totaling eight sides on which answers can be written. If this is not practicable, provide the candidate with A4 lined paper and attach a printed copy of the exam booklet cover to the front of a booklet comprising eight sides.

1.4 The proctor must be present at least 15 minutes before the published start time of the examination to take delivery of scripts.

1.5 The candidates are permitted to enter the venue 10 minutes before an examination is due to begin.

1.6 The proctor must ensure that an attendance slip and the required number of printed answer books have been laid on table before the student enters.

1.7 The proctor must see that brief-cases, handbags, cell phones, books, notes or any other materials not authorised by the examiner are placed in a designated area. No student may have a cell phone on their person, or desk.

**2. PROCEDURE AT THE START OF THE EXAMINATION**

* 1. Examinations must start promptly at the published local time. The following announcements must be made by the proctor:

1. ANY BOOKS, NOTES, BAGS OR OTHER MATERIAL NOT AUTHORISED FOR USE IN THIS EXAMINATION MUST BE PLACED IN A DESIGNATED AREA.
2. ALL CELL PHONES MUST BE SWITCHED OFF AND LEFT IN YOUR BAGS. NO CELL PHONE MAY BE ON YOUR PERSON OR DESK.
3. YOU MAY NOT LEAVE DURING THE FIRST SIXTY OR THE LAST TWENTY MINUTES OF THE EXAMINATION. PLEASE NOTE THAT YOU WILL NOT BE ALLOWED TO LEAVE THE VENUE TO GO TO THE TOILET WITHIN THE FIRST HOUR OF THE EXAMINATION.
4. LEAVE QUESTION PAPERS FACE DOWNWARDS UNTIL PERMISSION IS GIVEN FOR THE EXAMINATION TO BEGIN.
5. PLEASE FILL IN THE ATTENDANCE SLIP ON YOUR TABLE. LEAVE YOUR UCT REGISTRATION CARD NEXT TO IT FOR IDENTIFICATION.
6. PLEASE NOW READ THE INSTRUCTIONS ON THE ATTENDANCE SLIP.

2.2 Hand out question paper face downwards only **after** the student has entered and settled. When it has been established that the candidate has a copy of the correct paper, announce the starting time and duration of the examination.

2.3 Where applicable, give instructions on the use of answer books according to the specific requirements of the examination.

2.4 No late-comers may be admitted to the venue after an hour has elapsed. No extra time may be given to late-comers.

**3. PROCEDURE DURING THE EXAMINATION**

* 1. After the first ten minutes collect the attendance slip and at the same time check that the candidate is in possession of a current registration card. Check the attendance slip against card and face.

3.2 Issue further answer books as required by candidates.

3.3 Proctors must be active in their invigilation and check for irregularities e.g. unauthorised answer books, or other materials/notes at a candidate’s feet, attempts to communicate, etc.

**If any irregularity is discovered or suspected, the work already attempted by the candidate must be collected immediately, together with any evidence. The candidate may continue in a fresh answer book. No extra time may be granted. The proctor must send a written report together with all relevant evidence on the incident, to the Examinations Office at UCT as soon as the examination session has ended.**

3.4 A student is not allowed to leave an examination venue and return to continue writing. Allowance is made to enable students to use the toilets as follows:

A student who requests to use the toilet must be escorted by a proctor. Students may not leave the venue during the first hour. Not more than one student is allowed to leave the venue at a time. The proctor who escorts the student to the toilet should indicate which toilet stalls should be used and check that the stall is clear of hidden notes etc. A register (provided) of the student who leave and re-enter the venue must be kept for each course written.

3.5 Give a time warning at 5 minutes before the end of the session.

**4. PROCEDURE AT THE END OF EXAMINATIONS**

4.1 At the end of the examination, the candidate must be told:

PLEASE STOP WRITING AND CLOSE YOUR BOOKS. REMAIN SEATED.

Proctor must see that this instruction is carried out promptly.

4.2 Ask the candidate to check that they have correctly completed the covers of the answer books.

**Student MUST fill in their student number in the space provided on the cover of the answer book. Proctors should not accept scripts that do not have the student number filled in. The total number of books submitted must be indicated on the cover.**

4.3 Scripts must be collected by proctors before the student is given permission to leave the venue. Where a student hands in more than one book, ensure that the number of books tally with the number indicated on the cover of the first book.

* 1. At the end of the examination, the following documents should be scanned electronically, and then placed in an envelope provided by the courier service (arranged in advance by the student and for the UCT’s account) for the return of the documents to the Examinations Office.

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|  | **Checklist** | |
| **Document** | **Scanned (✓)** | **Placed in envelope (✓)** |
| Answer books |  |  |
| Attendance slip |  |  |
| Session report *(see 4.5)* |  |  |
| Other communications for the Examinations officer *(list each individually)* |  |  |

* 1. The proctor must complete the session report provided below.
  2. Write the course code, date, venue, and student’s name and number on the sealed envelope. Sign across the seal of the envelope.
  3. All documents should be return to UCT by TNT courier to the following address:

University of Cape Town, Examinations Office

Room 5.07, Level 5, Masingene Building

Cross Campus Road

Middle Campus

Rondebosch

Cape Town

7700

South Africa

Contact person (Examinations Officer): Jodee Arendse

Email: [jodee.arendse@uct.ac.za](mailto:jodee.arendse@uct.ac.za)

Telephone: +27 (0)21 650 3692

Fax: +27(0)21 650 4914

* 1. A scanned copy of all documents should be submitted, by email, to [ExamsOffice@uct.ac.za](mailto:ExamsOffice@uct.ac.za).
* The **email header subject line** should read *[course code] [student number] off-campus exam documents*.
* The **scanned document filenames** should read *[course code] [student number] [document type (e.g. exam scripts, attendance register etc.)*.

**5. CASES OF ILLNESS**

5.1 A candidate who has to leave the examination venue for medical reasons must be advised to visit their family doctor.

5.2 A written report from the proctor must be submitted to the Examinations Officer, stating the name of the student, student number, course code and date of the examination paper, as well as the circumstances under which the student left without completing the examination.

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| **Proctor Session Report** | | | |
| **Note:** To be returned to the Examinations Office. | | | |
| Course codes | |  | |
| Location | |  | |
| Proctor name | |  | |
| Date of exam | |  | |
| Were there any irregularities reported? If yes, is a separate report attached/being prepared for submission to the Legal counsellor co Examinations Office? | | | |
|  | | | |
| **Declaration** | | | |
| I, |  | | declare that the above information is true |
| and completed to the best of my knowledge. | | | |
| Signature of Proctor | |  | |