

# EXAMINATION RULES

for remotely (**online**) proctored exams



**We've got you. You've got this.**

These rules are to be read in conjunction with the Milpark Education Good Conduct and Disciplinary Policy for Students, with specific reference to misconduct in assessments.

## General

01

Students may **not** write an examination if:

- a) they have not completed all the **compulsory formative assessments**, i.e. if they have not submitted assignments (a valid attempt) and/or have not completed a compulsory test, where applicable, by the due date; or
- b) they are **not registered** for the examination date

02

Students are to ensure that they can successfully complete the **online exam** using the Milpark prescribed remote (online) proctoring functionality. It is the students' responsibility to ensure that they have the **required hardware in place** and have enough and consistent access to data for the duration of the examination. **Failure** to meet these requirements could lead to technical problems, which problems will not be considered a valid reason for any breach of these rules.

03

Students are **not** permitted to begin their exam more than **30 minutes** after the scheduled start time. If a student starts the exam after this 30-minute window, regardless of the reason, their exam will be deemed invalid.

04

It is the **students' responsibility** to ensure that the module and examination paper they write is the same as the module for which they are registered.

05

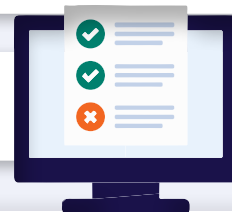
Students must ensure that they use the **Summative Assessment template provided on myCourses** to complete their answers, if the exam requires students to complete the paper or a section of the paper in MS Word format. For this type of exam, students must download and save the Summative Assessment template with their student number as the file name.

06

Students are to conduct the **ID verification** process when prompted by the remote proctoring functionality. Students must preferably use their **ID cards** and must ensure that all details are clearly captured. Students may, as an alternative, use their **ID books, driver's licence or passports**. No other form of identification will be accepted. Students must ensure that they wear clothing that makes identification possible during this step of the examination process. If the **identity check is not carried out** correctly and if the identity of the student cannot be verified, the examination will not be assessed, and the student will be required to retake the exam.

07

Students must be **properly dressed** for a public setting.



08

Should students encounter **technical problems** during the exam, they must log their query on the **Milpark 'Support' widget on MyCourses**. All exam queries must be logged via this technical support functionality during the exam. Queries via email are not accepted.

09

If a student encounters technical problems during the exam and **fails to log a query** as indicated above, the technical problem will **not** be considered valid if raised at a later stage after the exam has taken place.

10

If a student falls ill on the day of the assessment, but nevertheless insists on writing the paper, no **special assessment** or deferred assessment will be granted afterwards under any circumstances.

11

If a student is in breach of any of the Rules set out herein to the extent that the integrity of the exam is compromised, the **examination will not be assessed**, and the student may be required to retake the exam, or repeat the module, or face disciplinary action depending on the severity and nature of the breach.

12

Examination results are **final only after it has been established** that there are no suspicious or unlawful irregularities. Results may be reviewed at any stage after release as part of an investigation for disciplinary action in terms of the **Milpark Education Good Conduct and Disciplinary Policy** for Students.

## Venue and visibility



13

Students may complete the **online examination** at the venue of their choice, provided that the following conditions are met:

- a) The lighting inside the room must be **bright enough** to be considered “daylight quality” so that the student is clearly visible for the duration of the examination.
- b) The student must be **alone** in the room.
- c) The room must be as **quiet as possible** – no music or other noise is allowed.
- d) The student must sit at a desk or table cleared of all objects unless specifically stipulated otherwise in the Exam Instructions. If scrap paper is allowed according to the Exam Instructions, individual, separate blank pages must be used, and each page must be shown to the webcam, back-to-back and clearly visible, during the **360-degree** room scan step before the start of the exam. If the student does not clearly show the blank pages in the room scan and the sound of pages can be heard during the exam, or the student appears to be in possession and/or using any paper, the examination will not be assessed, and the student will be required to retake the exam.
- e) Unless specifically permitted in the **module-specific Exam Instructions**, no study material, notes, or resources of any kind are allowed in the venue/room where the exam is being written.
- f) **No prohibited** items are allowed in the venue/room where the exam is being written. This includes but is not limited to cellphones (subject to the additional specifications below), other mobile devices, tablets, smartwatches, health checkers, and head/earphones/in-ear devices/earpieces.

14

A **360-degree webcam** scan of the room where the student takes the examination will form part of the procedure. Students must remove all personal (**privacy-related**) and prohibited items from the workspace. Students must use their webcam to show their **entire workspace and the entire room**. Students must move their camera slowly and steadily to ensure a clear image. The room scan must be conducted thoroughly and with the necessary care and diligence. If the room scan was **not** conducted in such a way that it can be confirmed beyond a reasonable doubt that the room met the specifications as prescribed in these rules, the examination will not be assessed, and the student will have to retake the exam.

15

The exam must be **completed in the same room scanned** during the step described in the rule above.

16

Students must stay in **sight of the webcam for the entire duration of the exam**, with their full face and shoulders visible to the camera for the duration of the exam. The full face and shoulders must be visible even when the student writes something down or tilts their head down.

17

Students must ensure that **their screen is recorded for the duration of the examination**. To this extent, students should not visit any privacy-related content during the examination.

## Prohibited conduct and items



18

All **cellphones must be switched off** during the examination and should not be visible. Under **no** circumstances may cellphones be used as calculators, as second screens, to access online resources or study material (if access to such material is permitted in the Exam Instructions), **myMilpark** or for any other purpose during the examination. If a cellphone/mobile device is used to create a wifi- hotspot to take the exam, the sound must be switched off and the cellphone/device should be placed such that the student does **not** have sight of the cellphone for the duration of the exam.

19

Students may **not** be in possession of and/or use any items and/or resources unless specifically permitted in the module-specific Exam Instructions. These include, but are **not limited** to second laptops, tablets or smart watches or head/earphones/in-ear devices/earpieces of any kind during an examination session, and these devices are not allowed in the exam venue during the examination. Second computer screens are **not** allowed unless specifically permitted in the module-specific Exam Instructions. Students are prohibited from accessing and using any form of voice-to-text functionality to complete an exam.

20

Students may **not** access any websites other than the myCourses page where the exam is hosted or the online proctoring support sites, unless otherwise specified in the Exam Instructions.

21

Students may not access the support material, resources or online copies of the study material, unless otherwise specified in the **module-specific Exam Instructions**.

22

Students may **not leave the room for the duration of the exam**. Students are not allowed to take bathroom breaks. If a student sees no other choice than to take a bathroom break during the exam, the student must provide a clear, verbal notification into the webcam.

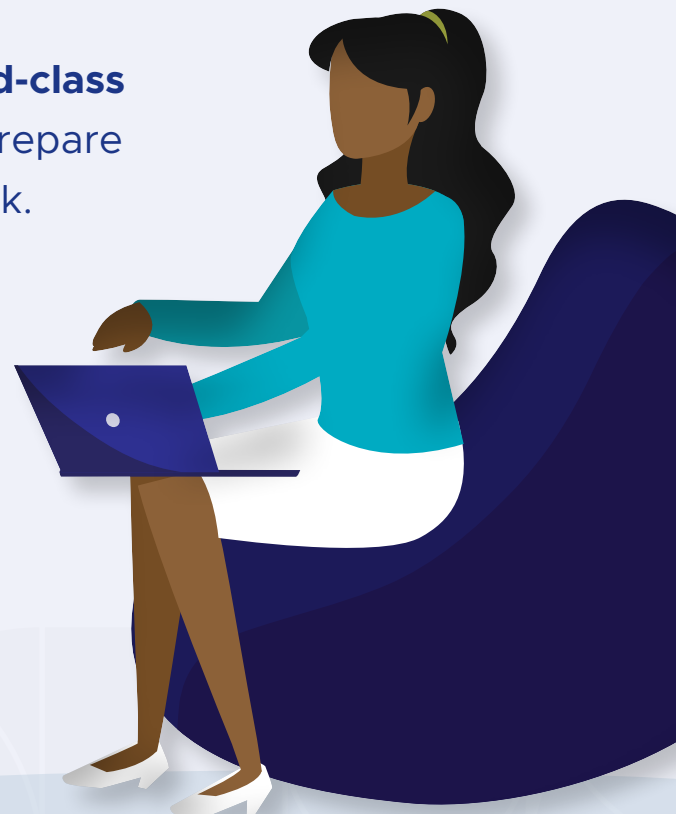
23

Students may not be in **contact with or talk with any other person** for any reason whatsoever and by any means for the duration of the exam.

24

Students are not allowed to make or keep copies by any means of the exam or exam questions, unless **specifically allowed in the module-specific Exam Instructions**. The printing of any portion of the exam or annexures is strictly prohibited, unless specifically allowed in the module-specific Exam Instructions.

We partner with you to provide a **world-class EDUCATION**, helping you upskill and prepare for the **future digital world** of work.



## Website:

[www.milpark.ac.za](http://www.milpark.ac.za)

[Apply Now](#)

## Enquiries

Tel: (086) 999-0001

Deneb House

3rd Floor | 368 Main Road

Observatory | Cape Town

7925 | PO Box 44235

Claremont | 7735

# MM

**We've got you.  
You've got this.**

