



Cape Peninsula  
University of Technology

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# CPUT Protocol for Face-To-Face Assessment

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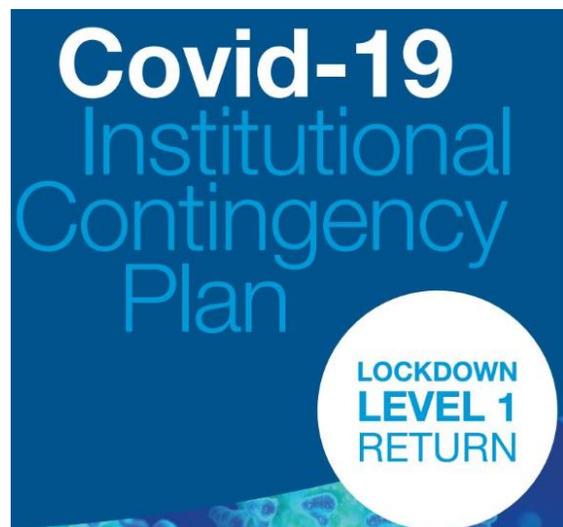
## 1. Purpose and Scope

The purpose of this protocol is to supplement the institution's current assessment policies and procedures, in order to mitigate the risk posed by the Covid-19 pandemic. This protocol applies to all forms of face-to-face assessment undertaken in all lecture venues and computer laboratories. The roles of the relevant role-players have been elucidated in the sections which follow. However, it is possible that within the context of this protocol, relevant role players may perform more than one role simultaneously, for example, an academic staff member may perform the roles of subject lecturer and internal invigilator simultaneously. This protocol does not supersede the [Contingency Plan](#) or the Higher Health [Protocol on Invigilation of Tests and Examinations](#), but rather reinforces and applies these to the local and specific situation.



**Protocol on Invigilation of Tests and Examinations**  
**during COVID-19 within Post School Education &**  
**Training (PSET) Institutions**

Version: 06 October 2020



## 2. Introduction

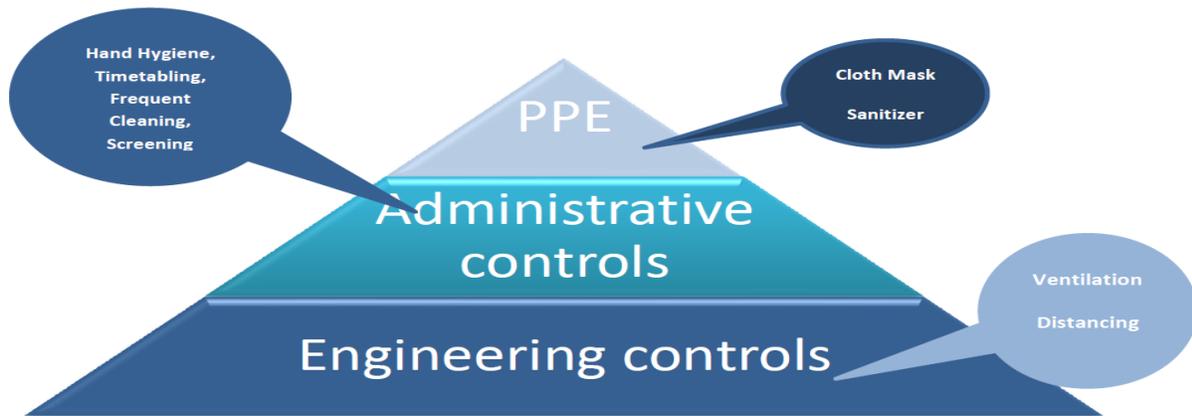
Given the backdrop of a Covid-19 impacted workplace, and the concomitant risks associated with this virus, it is imperative that all CPUT's business processes be assessed, and risk adjusted if necessary, in order to prevent or minimize the risk of infections to all role players involved in the relevant business processes.

It must be noted that this particular assessment protocol should not be viewed in isolation of previous health and safety directives. All the relevant CPUT specific protocols, such as screening, social distancing (maintaining a distance of 1.5 meters), wearing of face masks, hand-sanitizing (at entrances to buildings), and the sanitizing of lecture venues and computer labs will apply to all face-to-face assessments.

The section, which follows, provides an important "*hierarchy of prevention and control*" put forward by Higher Health (2020), and guides CPUT's approach when conducting face-to-face assessments. CPUT's approach, when conducting face-to-face assessments, is discussed in detail in Section 4, and set out in three parts, namely: **before the assessment; during the assessment, and after the assessment.**

### 3. The Hierarchy of Prevention and Control

In accordance with Higher Health (2020), the assessment venue, and the conduct of invigilation during the assessment, should adhere to the prevention and control measures indicated in the figure below. Optimizing engineering and administrative controls are equally important as an individual's behavior, such as the wearing of face masks and physical distancing, when mitigating transmission risks.



Source: Higher Health (2020)

**Non-Pharmaceutical Interventions (NPIs)** are non-drug interventions to prevent the spread of the virus from an infected staff, or student, to other students or staff on campus. NPIs are categorized<sup>1</sup> as:

1) *Engineering controls* – what can we do to the assessment environment to reduce transmission, such as ensuring adequate cross ventilation and sufficient space in the venue, preparing the

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<sup>1</sup> This entire section is sourced and quoted from Higher Health (2020).

*venue to maintain 1.5 meter physical distancing among individuals, halving the capacity of the size of the venue or allowing a maximum of 250 individuals irrespective of the maximum capacity of the venue.*

*2) Administrative controls – what can we arrange to reduce transmission, such as introducing protocols for COVID-19 screening, hand hygiene, cough etiquette, and surface cleaning and disinfection,*

*3) Personal protective equipment – what can we wear to reduce transmission, such as making the wearing of non-medical (cloth) face masks and other prescribed PPEs mandatory.*

## 4. Approach to Face-To-Face Assessment

CPUT's approach, discussed in the following pages of this document, is set out in three parts, namely: before the assessment; during the assessment; and after the assessment.

### 4.1. Before the Assessment

#### **Communicating the protocol to relevant role-players**

1. All the relevant role-players, namely the respective academic and administration staff, as well as the external invigilators, should be briefed with regard to the provisions of this protocol.
2. **Departmental HODs and H&S Reps** should ensure that academic and administration staff, within their respective departments, clearly understand their role with regard to face-to-face assessment.
3. The **Admin Supervisor/Manager within the AGC** should brief external invigilators with regard to the provisions of this protocol.

## Preparation for assessment

1. When preparing for an assessment, the respective **Departmental Administrator** should:
  - a. Identify a suitable venue(s) for the assessment in conjunction with the subject lecturer.
  - b. Request sanitizing for the venue/computer lab, and relevant ablution facilities, by sending an email request to the relevant IDFM Cleaning Manager/Supervisor for the respective campus.
  - c. Copy the relevant departmental H&S Rep and Building Supervisor/Caretaker in on the email request.
  - d. Inform Campus Health Services and Security Services of the assessment (date and time) and the number of students involved.
  - e. Arrange for external invigilators where relevant.
  - f. Inform external invigilators that they must wear face masks and report to the assessment venue an hour prior to the assessment.
  - g. Prepare an attendance register per assessment venue and share it with the subject lecturer.
  
2. In the case of **final summative assessments**, for e.g. the Nov final assessment, the relevant **administrator from the AGC** should:
  - a. Set up the exam timetable for the assessment.
  - b. Request sanitizing of venues by sending the assessment schedule to the relevant IDFM Cleaning Manager/Supervisor for the respective campus.
  - c. Copy the relevant Faculty and Departmental H&S Reps and Building Supervisor/Caretaker in on the email request.
  - d. Inform Campus Health Services and Security Services of the assessment schedule (date and time) and the number of students involved.

- e. Inform external invigilators that they must wear face masks and report to the assessment venue an hour prior to the assessment.
  - f. Prepare an attendance register per assessment venue and hand it to the respective invigilator, together with the question papers and exam booklets, and designated boxes for the collection of exam scripts.
3. The **IDFM Cleaning Department** must ensure that:
- a. All the relevant venues, including the practical equipment within venues, coupled with the desks, chairs and other surfaces are thoroughly cleaned.
  - b. The ablution facilities identified for the assessment are thoroughly cleaned and replenished with toilet paper, hand soap, and paper towels.
  - c. A register is maintained indicating the date and time the venues are sanitized.
4. The relevant **Building Supervisor/Caretaker** must at least an hour prior to the assessment:
- a. Inspect whether the respective venue(s) and ablution facilities have been sanitized.
  - b. Ensure that the venue set-up conforms to social distancing (1.5m) norms.
  - c. Open doors and windows in the venue to improve ventilation.
5. The relevant **subject lecturer** must:
- a. Inform all students in advance of the date and time for the assessment.
  - b. Inform all students in advance of the respective venue to which they've been allocated.
  - c. Remind students to wear a face mask and carry their personal hand sanitizer.
  - d. Inform all students to report, at least an hour before the assessment, for screening.
  - e. Inform all students that they need to report, in single file, to the entrance of the assessment venue, at least 30 minutes prior to the commencement of the assessment.  
Here they must wait to be directed to relevant seating.

- f. Provide the invigilator with an attendance register for students, in the case of continuous assessment.
  - g. Provide the invigilator with a box which will be used when collecting assessment scripts, in the case of continuous assessment.
6. **Invigilators** must:
- a. Wear a face mask, face shield (optional) and carry hand sanitizer when reporting to the assessment venue.
  - b. Report to the assessment venue at least an hour prior to the assessment.
  - c. Ensure that doors and windows in the venue are open to improve ventilation.
  - d. Ensure that the seating arrangement in the venue is aligned to the requirements for social distancing.
  - e. Hand sanitize, and thereafter place question papers and exam booklets on the desks, before allowing students in.
  - f. Hand sanitize, and place the student attendance register on a table close to the entrance of the assessment venue, along with a bottle of hand sanitizer.
  - g. Instruct students that they are not allowed to touch the question papers and exam booklets prior to the start of the assessment.
7. **Campus Security Services** must:
- a. Direct students to screening stations and assessment venues.
  - b. Ensure students are wearing face masks correctly, social distancing (1.5m) and hand sanitizing at entrances to buildings.
8. **Students** must:
- a. Report for screening at least an hour prior to the assessment.

- b. Wear their face masks correctly, and maintain social distancing (1.5m) at all times.
  - c. Report, in single file, to the assessment venue, at least 30 minutes prior to the assessment.
  - d. Hand sanitize at the entrances to the assessment venue.
9. **Campus Health Services** must:
- a. Remain on high alert during assessment periods, should any students report with, or develop, covid-19 related symptoms before, during or after an assessment.
10. **Departmental H&S Reps** must:
- a. Communicate the requirements of this protocol within their respective departments.
  - b. Develop a checklist to ensure all the relevant actions have been carried out regarding their department's preparation for assessment.
  - c. Ensure that invigilators are provided with hand sanitizer, and sanitizing wipes specific to assessments conducted in computer labs.
  - d. Respond to any deviations from this protocol.
11. **Departmental HODs** must:
- a. Manage the implementation of this protocol within their respective departments.

#### 4.2. During the Assessment

1. All **students, staff, administrators and invigilators** must wear a face mask and optional face shield.
2. The respective **Departmental Health and Safety Rep** must conduct a final inspection of the assessment venue(s) and ensure that all protocols have been observed.
3. The respective **Departmental Health and Safety Rep** must be on standby throughout the course of the assessment.

4. **Invigilators** must begin allowing students into the assessment venue 30 minutes prior to the assessment.
5. **Invigilators** must instruct students to enter one at a time, hand sanitize, sign the attendance register, and begin filling seats from the furthest point forward. Movement should flow in one direction as far as reasonably practicable. Social distancing (1.5 m) must be maintained at all times.
6. In the case of assessments undertaken in computer labs, it would be advisable for **invigilators** to provide students with access to **sanitizing wipes** as they enter, so that they can sanitize their personal workspaces, particularly the computer keyboard and mouse.
7. The **invigilator** must instruct students that they are not allowed to touch the question papers and exam booklets prior to the start of the assessment.
8. The **invigilator** must inform students and any other staff member assisting with the assessment, including any of the invigilator(s), that if anyone sickens during the assessment, they must alert the invigilator immediately, who will then inform the respective Departmental Health and Safety Rep on standby.
9. The **Departmental H&S Rep** will accompany such a student or staff member to the campus designated isolation room, and report the matter to campus Health Services (Mr. Slinger or Sister Damon).
10. The **invigilator** must remind students that if anyone sickens in the following 48 hours after the assessment, they must alert the relevant department. The respective **Departmental Health and Safety Rep** must report the case to Campus Health Services, who would follow up on the matter and initiate the process of contact tracing if necessary.
11. **Students** must sign in on the attendance register as they enter the assessment venue, but must hand sanitize before and after filling in their details on the attendance register.

12. If a student requires more writing paper or a booklet during the exam, the **invigilator** can hand this to the student, but must hand sanitize each time prior to doing so.
13. **Invigilator(s)** to limit walking around the room unless a student raises their hand for a question; if walking is necessary, utilize the one-way system in operation.
14. Should a **student** require a bathroom break, conventional institutional rules for assessment apply; however, the **student** must sanitize before returning to the venue.
15. **Students** can leave the assessment venue according to conventional assessment rules, for e.g. an hour after the assessment has commenced. Exam scripts and question papers are to be placed into designated boxes, at the front of the venue, as the student leaves.
16. At the end of the assessment, the **invigilator(s)** must ensure that students place all the exam scripts into designated boxes at the front of the venue. The invigilator must not collect the scripts to avoid unnecessary touching.
17. The invigilator must ensure that students exit the venue one at a time, in one direction and conform to social distancing (1.5m) norms.
18. Students must not congregate outside assessment venues.

### 4.3. After the Assessment

1. In the case of continuous assessments, the **examiner** should collect the box of scripts and the attendance register from the assessment venue, and keep the scripts in a secure storage location, for e.g. a drawer in a filing cabinet in his/her office. Alternately, the examiner can request that the invigilator transports the scripts to a secure designated storage site within the department.
2. In the case of CPUT final summative assessments, the **invigilator** must transport the box of scripts and the attendance register from the assessment venue to a secure storage location identified by AGC.

3. **Guided by the recommendations and guidelines from LIASA (2020), any assessment material which involves paper will be quarantined for a minimum period of 24 hours.** This would include the assessment question papers and exam booklets, which must be quarantined for a minimum period of 24 hours, prior to being sent to examiners or collected by examiners.
4. The respective venue(s) used for the assessment, including the practical equipment within the venues, as well as the desks, chairs and all other surfaces, should be thoroughly cleaned between each assessment by the **IDFM Cleaning Department**.
5. The respective ablution facilities, which were used for the assessment, should also be thoroughly cleaned by the **IDFM Cleaning Department**.
6. If a student, staff member or invigilator notifies the respective department that they became ill within 48 hours after the assessment, with suspected or confirmed COVID-19, the designated **Departmental Health and Safety Rep** must provide all the relevant details of the affected individual to Campus Health Services (Mr. Slinger or Sister Damon). The Departmental Health and Safety Rep must also source the attendance register, and forward this to the aforementioned individuals, from Campus Health, for them to initiate contact tracing.

## References

1. Higher Health. 2020. Protocol on Invigilation of Tests and Examinations during Covid-19 within Post School Education & Training (PSET) Institutions.
2. LIASA. 2020. Post-Lockdown Preparation for Public Libraries: Recommendations and Guidelines.