

CTA/PGDA OCTOBER ASSESSMENT S
INSTRUCTIONS FOR WRITING ON CAMPUS

DATE & TIME

The assessment s will take place on 6,9,13 & 16 October.

The timing for 6th is as follows, once we know how long all the protocols will take, we will determine the timing for the rest of the assessment s.

CTA	Normal Time	Extra Timers
VENUE	Heinz Betz	Exam Viewing Room
Paper 1		
Reading	09:00 - 09:20	08:30 – 08:55
Writing	09:20 – 10:50	08:55 – 10:48
Break		
Scan & Upload attempt : 15min	15min	15min
Students leave the venue : 15 min	15 min	5 min
Hand out P2 : 20 min	20 min	10 min
Screening students : 30 min	30min	10min
Total Time needed : 80 min	5min	17min
	85 min	57 min
Paper 2		
Reading	12:15 - 12:35	11:45 – 12:10
Writing	12:35 – 14:05	12:10 – 14:03
Scan & Upload attempt	14:05 – 14:20	14:03 – 14:18

PGDA	Normal Time	Extra Timers
VENUE	M Block 2 nd Floor Room 237	Exam Viewing Room
Paper 1		
Reading	09:00 - 09:20	08:30 – 08:50
Writing	09:20 – 12:20	08:50 – 12:40
Scan & Upload attempt	12:20 – 12:35	12:40 – 12:55

PROTOCOLS TO FOLLOW BEFORE THE ASSESSMENT

1. Print your permit to return to campus. If you do not have a printer save a copy on your phone.
2. Do the online self-screening test by clicking on <https://webapps.mandela.ac.za/screening>. **If you are medium or high risk, you will not be allowed on campus.** Please inform me immediately if your result comes back medium or high, I will make the necessary arrangements for you to write the assessment from home and a nurse from the clinic will get in contact with you.
3. **If you are experiencing any flu-like symptoms, you will not be allowed on campus.** If you are, please inform me immediately and I will make the necessary arrangements for you to write the assessment from home.
4. All students are entitled to a once off allocation of PPE. If you need PPE please collect it from North Campus K-Block, Ground Floor, Room 006. Queries: extension 9102 / 1095. To avoid bottlenecks the morning of the assessment I would advise that you collect this the day before.

PROTOCOLS TO FOLLOW ON THE DAY OF THE ASSESSMENT

1. Enter the campus using the North Campus entrance, here security will scan your student card and a paramedic will take your temperature.
 - Make sure you are wearing a mask – you will not be allowed to enter without a mask.
 - Have your student card ready to scan at the gate – you will not be allowed to enter without your student card.
 - Have a copy of your permit ready, either on your phone or a printed copy.
2. Arrive at the venue by 07:45 wearing your mask – please do not remove until the assessment has commenced.
 - Make sure you have done the online self-screening between 6am-9am on the morning of the assessment by clicking on <https://webapps.mandela.ac.za/screening> **If you are medium or high risk, please do not come onto campus and get into contact with Mrs Christian/ Mr Freeman ASAP.** Take a screenshot of your result and have it available.
3. Line up at the venue, making sure you adhere to social distancing protocols. (Distance of 1m between each student).
4. CTA students:
 - a. Surname A-M Use the normal entrance leading through the passage to Heinz Betz
 - b. Surname N-Z Use the side entrance, which goes directly into the hall
5. PGDA student: there is just 1 entrance to your venue
6. The nurse will start the screening protocols at the entrance of each venue at 08:00. You will be required to show them your screening result and they will take your temperature.
7. Thereafter the invigilator will check your student card – please have this ready

8. You will be directed to your desk. Once in the venue please remain seated at your desk, movement will only be allowed with the permission of the invigilator.
 - **YOU MUST WEAR YOUR MASK IN ALL GENERAL AREAS.** You may remove it once you are seated at your desk.
 - Both your scenario and the required will be on the desk face down, please do not turn over these documents until you are told to do so.
 - If you need to use the restroom during the assessment , please raise your hand to alert the invigilator. **Put on your mask before getting up from your desk, keep it on until you have returned and are seated again.**
9. Once the assessment has been completed, you will be required to scan in your attempt using a scanning app and upload it to Moodle. The link will be on the same Moodle site used for DP Tests.
10. Thereafter you can exit the venue 1 row at a time, the invigilator will direct you.
11. On your way out you must drop your answering script in a box at the door. Exit the venue using the same door through which you entered.
12. During the break, please adhere to social distancing and retake the online screening.
13. You will be required to follow the same process when entering the venue for paper 2.
14. You will also be given sanitizing wipes when entering the venue for paper 2 which you can use to wipe down your desk.

