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| **ACA039 - Application Form Granting Semester Study Abroad Students Permission To Write At Home Institution** | | | | | | |
| **Note:**  1. Use this form to apply for permission to write an exam at your home institution in terms of rule G20.10 below. Students who need to defer an exam(s) must follow the usual procedure and complete the [Deferred Examination Application Form](https://www.uct.ac.za/usr/current_students/records/deferred_exam_form.pdf). One form to be completed per course request. | | | | | | |
| *G20.10* | | *(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*. | | | | |
| 2. Once approved, the Dean will submit this form with all the details about the proctor (Part II) to the Exams Office at least 10 working days before the scheduled date to allow the Exams Office time to make the necessary arrangements. | | | | | | |
| 3. You are responsible for finding an exam invigilator or proctor to administer the exam at your home institution, and for settling any related costs. | | | | | | |
| 4. Permission is restricted to a concession relating to the venue or location of the exam. You will be required to sit the exam at the scheduled time (published in South African Standard Time). Concessions for permission to write the exam at a different time cannot be offered. | | | | | | |
| **STUDENT DETAILS** | | | | | | |
| Student Name | | |  | | | |
| Email Address | | |  | | | |
| Student Number | | |  | | | |
| Course Code | | |  | | Date of Exam |  |
| **CONTACT PERSON AT HOME INSTITUTION** | | | | | | |
| Name of Contact Person | | |  | | | |
| Email Address | | |  | | | |
| **PROCTOR DETAILS** | | | | | | |
| Proctor’s name | | |  | | | |
| Proctor’s email address | | |  | | | |
| Authority held (proctor’s position at home institution) | | |  | | | |
| Institution name | | |  | | | |
| 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) on pages 2 to 4) and that it must be scheduled at the same time as the South African exam. | | | | | | |

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| **REASON FOR REQUEST**  Detail the circumstances which necessitate permission to write the exam at your home institution. Attach any substantiating and supporting documentation. | | | | | |
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| ***FOR UCT OFFICE USE ONLY*** | | | | | |
| **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. | | | | | |
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| **DEPOSIT DETAILS** | | | | | |
| **Note:**   * Proctoring/ Invigilation, venue and courier fees are for the student’s account; where applicable a quotation for the UCT administration fee will be emailed to you. * This fee must be deposited using the account details below before any further arrangements will be made. * Please scan and email deposit slip or EFT proof of payment to: [ExamsOffice@uct.ac.za](mailto:ExamsOffice@uct.ac.za) * Return this form via email to [ExamsOffice@uct.ac.za](mailto:ExamsOffice@uct.ac.za) no later than 5 working days after your application is  approved so these arrangements can be made timeously. | | | | | |
| **Account holder** | | UNIVERSITY OF CAPE TOWN | | | |
| **Bank** | | STANDARD BANK OF SA, RONDEBOSCH | | | |
| **Branch** | | RONDEBOSCH | | | |
| **Account number** | | 071 503 854 | | | |
| **Branch code** | | 025009 | | | |
| **Swift code** | | SBZAZAJJ | | | |
| **Ref** | | FUND NO: 232065 (REG1018) AND DETAILS OF STUDENT AND INSTITUTION | | | |

**UNIVERSITY OF CAPE TOWN**

**INSTRUCTIONS TO CHIEF INVIGILATOR/PROCTORS**

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

1. **PROCEDURE BEFORE THE EXAMINATIONS BEGIN**

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

1.2 The candidates are permitted to enter 10 minutes before an examination is due to begin.

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

1.4 The invigilator/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 and that the candidate sits at the table allotted to him or her, unless the invigilator/proctor considers that there is good reason for moving the candidate. No student may have a cell phone on his / her person, or desk.

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

* 1. Examinations must start promptly at the published South African time. The following announcements must be made by the invigilator/proctor:

1. ANY BOOKS, NOTES, BAGS OR OTHER MATERIAL NOT AUTHORISED FOR USE IN THIS EXAMINATION MUST BE HANDED TO THE INVIGILATOR/PROCTORS.
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.
6. PLEASE NOW READ THE INSTRUCTIONS ON THE ATTENDANCE SLIP.

2.2 Hand out question paper face downwards only **after** the student have 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 Invigilator/proctors must be active in their invigilation and check frequently by walking around the venue. Look out for irregularities e.g. unauthorised answer books, or other materials/notes at a candidate’s feet, attempts to communicate, etc. Students may be required to remove or reverse peak caps as the wearing of a peak cap makes it difficult for the invigilator/proctor to see where the wearer is looking.

**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 invigilator/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 an invigilator/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 invigilator/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. Note the student’s name, number, the name of the accompanying invigilator/proctor, the stall used and the time. *The register for the relevant course must be handed to the department representative together with the scripts at the end of the session*.

3.5 Give a time warning at 30 minutes before the end to announce that the candidates may not leave the venue in the last 20 minutes of the examination. Announce the start of the last 20 minutes, after which nobody may leave. This rule must be strictly enforced.

3.6 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

Invigilator/proctor must see that this instruction is carried out promptly.

4.2 Ask the candidate to check that he/she have correctly completed the covers of the answer books.

**A student MUST fill in his/her student number in the space provided on the cover of the answer book. Invigilator/proctor 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 invigilator/proctor before the student is given permission to leave the venue. This task should not be delegated to anyone who is not an invigilator/proctor**.** 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. It is not acceptable to collect books at the door.

* 1. At the end of the examination the answer books, attendance lists of invigilator/proctor and student, attendance slip, session report and any other communication for the Examinations Officer must be put into the envelope provided and details of the course code, date and venue must be completed on the outside. Please forward the envelope(s) directly, via courier, to the

Examinations Office

Room 5.07, Level 5, Masingene Building

Middle Campus

University of Cape Town

7700

Cape Town

South Africa

* 1. The invigilator/proctor must complete the session report provided.

**5. CASES OF ILLNESS**

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

5.2 A written report from the chief invigilator/proctor must be submitted to the Deferred Examinations Officer, Examinations Office, (Room 5.07, Level 5, Masingene Building, Middle Campus); 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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| **Chief Invigilator/Proctor Session Report** | | | | | | | |
| **Note:** To be returned to the Examinations Office in the Envelope provided. | | | | | | | |
| Course code/s | |  | | | | | |
| Venue | |  | | | | | |
| Proctor name | |  | | | | | |
| Date of exam | |  | | | | | |
| How many invigilator/proctors had been scheduled? | | | | | |  | |
| How many invigilator/proctors arrived? | | | | | |  | |
| Did you hold a brief caucus meeting with the invigilator/proctors before the start of the session? (Please tick ✓) | | | | Yes |  | No |  |
| Was the venue set up as expected? (Please tick ✓) | | | | Yes |  | No |  |
| Were sufficient quantities of all papers and exam books delivered in time? (Please tick ✓) | | | | Yes |  | No |  |
| Did the examination start on time? (Please tick ✓) | | | | Yes |  | No |  |
| Was the examiner or departmental representative present or available? (If not, please detail) | | | | | | | |
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| Were there any irregularities reported? If yes, is a separate report attached/being prepared for submission to the Legal counsellor c/o Examinations Office? | | | | | | | |
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| **Declaration** | | | | | | | |
| I, |  | | declare that the above information is true | | | | |
| and completed to the best of my knowledge. | | | | | | | |
| Signature of Proctor | |  | | | | | |